MOMBASA COUNTY

e-CONSTRUCTION PERMIT

USER MANUAL FOR FRONTEND USERS

MOMBASA COUNTY GOVERNMENT

WORLD BANK GROUP
Trade & Competitiveness

OTB AFRICA
BEYOND LIMITS

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CHAPTER 1: GETTING STARTED

INTRODUCTION

The e-Construction Permit Portal is a web-based Management Information System (MIS) software application that automates the application and review procedures for processing Construction Permits (CPs), Inspections and Occupancy Certificates (OCs). It allows developers/architects to submit their plans online for vetting and approval by the various departments of construction permit authority and other relevant agencies.

In this tutorial, we will be giving developers/architects a walkthrough of what will become their new work space in the cloud.

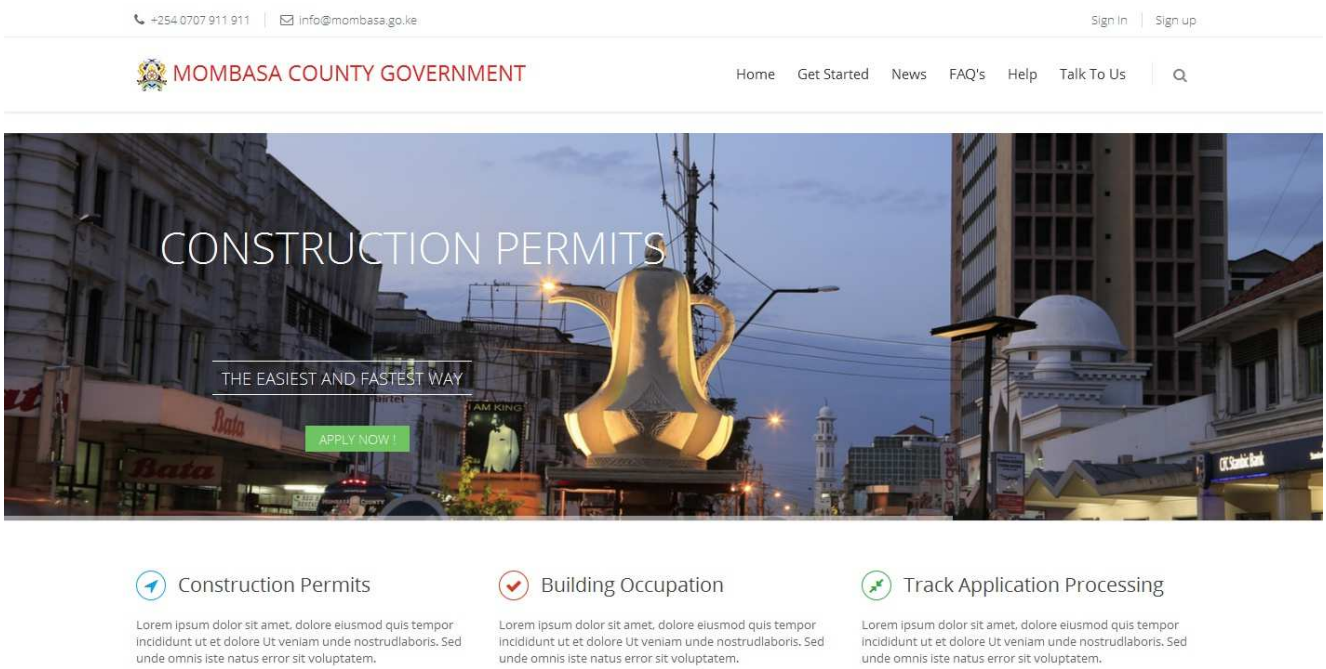
1.1 ACCESSING THE SYSTEM

1.1.1 Accessing the Portal

The e-Construction Permit Portal is an internet based system accessible via any web browser. A browser must therefore be installed in your computer before starting to use the system. To get to the system;

1. Open your preferred web browser (e.g. Google Chrome version 42 or higher, Mozilla Firefox version 37 or higher and Safari version 8 or higher), we will be using Mozilla Firefox throughout this tutorial.

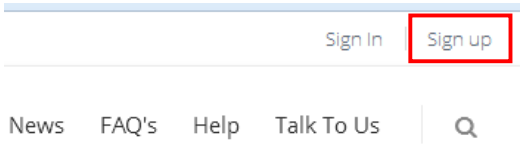
2. On the address bar, enter the e-Construction Permit Portal system address *(www.website- name-here.com)* and hit enter to continue. For instance, if the website is called econstruction.mombasa.go.ke then you will type http://econstruction.mombasa.go.ke and hit enter to continue. You will be presented with the homepage as shown.


+254 0707 911 911
info@mombasa.go.ke
Sign In
Sign up
MOMBASA COUNTY GOVERNMENT
Home
Get Started
News
FAQ's
Help
Talk To Us
CONSTRUCTION PERMITS
THE EASIEST AND FASTEST WAY
APPLY NOW !
Construction Permits
Lorem ipsum dolor sit amet, dolore eiusmod quis tempor incididunt ut et dolore Ut veniam unde nostrudlaboris. Sed unde omnis iste natus error sit voluptatem.
Building Occupation
Lorem ipsum dolor sit amet, dolore eiusmod quis tempor incididunt ut et dolore Ut veniam unde nostrudlaboris. Sed unde omnis iste natus error sit voluptatem.
Track Application Processing
Lorem ipsum dolor sit amet, dolore eiusmod quis tempor incididunt ut et dolore Ut veniam unde nostrudlaboris. Sed unde omnis iste natus error sit voluptatem.

1.1.2 Registration/Create Account

You are required to have an existing account in order to login. You will therefore need to sign up in order to create your account. To register,

1. Click on "Sign Up" link on the top right.



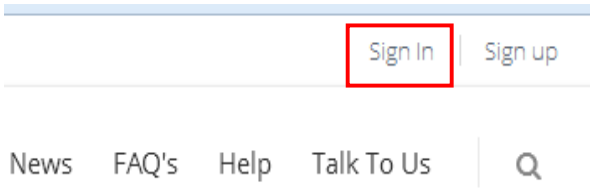
You will be presented with a form that requires you to enter your details.

2. Fill in your details, enter a password and then add your profession in the "Register As" field. Once you finish, Click on "Save and Continue" button.
3. Check your email for confirmation of your registration and follow the steps to verify your account.
4. You are now registered into the System, however, to be able to submit plans in the system, you must be a registered architect. The system checks againsts the most recently available Boraqs database for your records. Authorized officials at AAK, mombasa branch can also be able to activate accounts for registered architects.

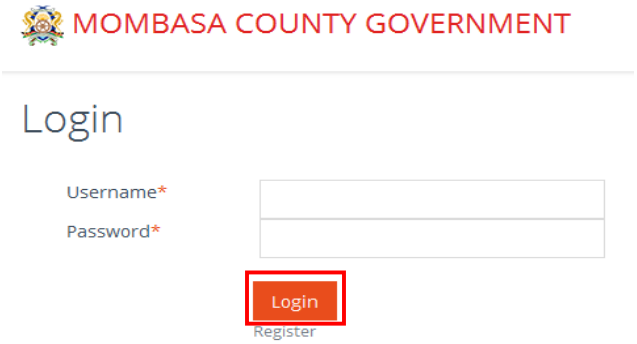
1.1.3 Logging In

Now that you are a registered user, you can now log in to the system. To log in,

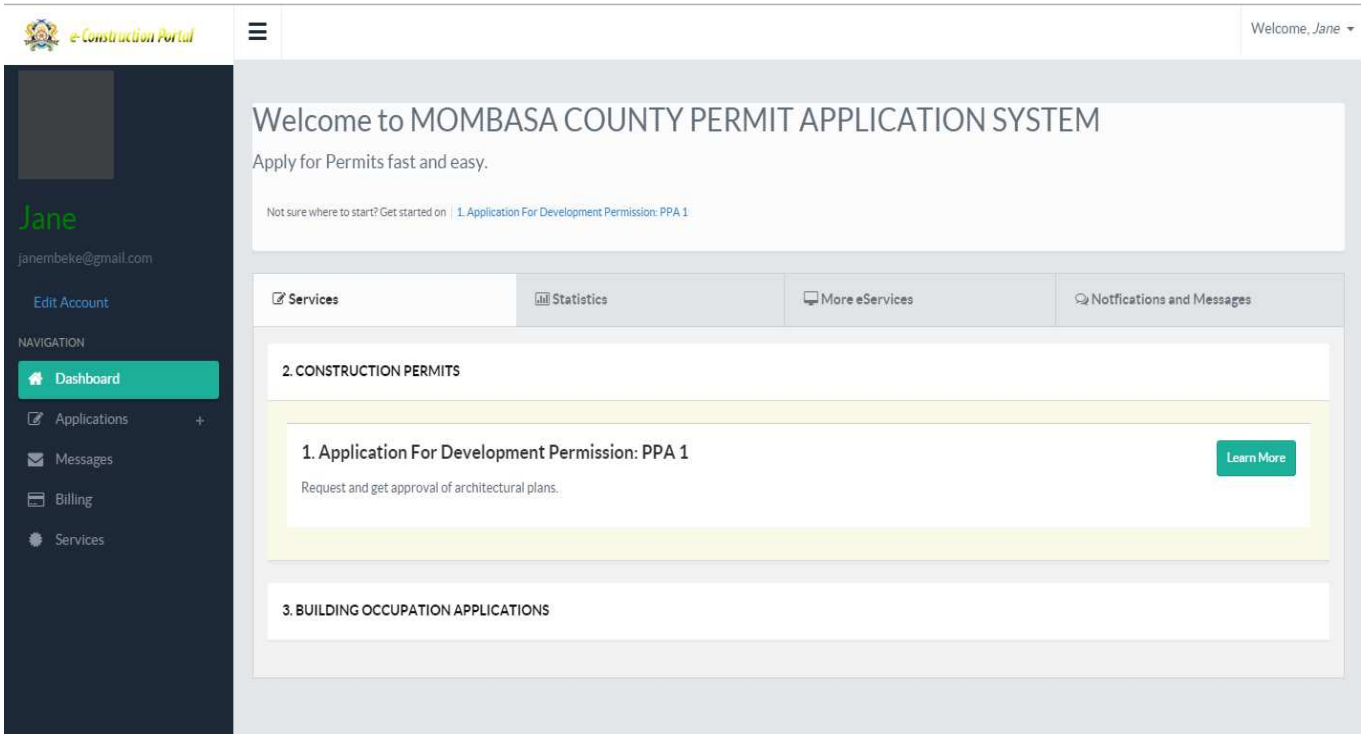
1. Access the portal and click the "Sign In" link at the top right.



2. Enter your username and password then click "Login" button.



3. If your credentials are correct, you will be redirected to a **Dashboard** page as shown below.

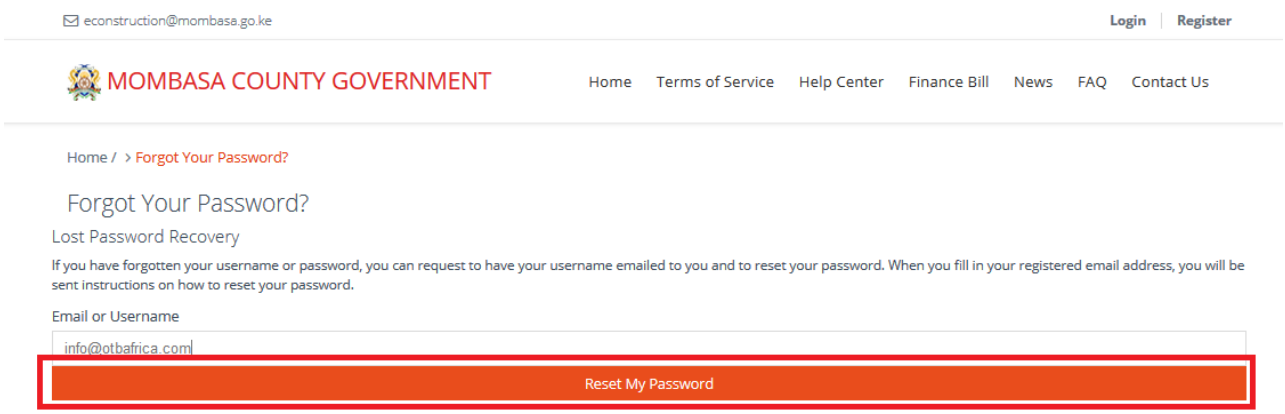


NOTE: The images in this tutorial have been tagged to familiarize you with the basic anatomy of the system.

1.1.4 Resetting your password

If you have forgotten your password, follow the steps below:

- Click on the "Lost your password?" link on the login page.
- Enter your email or username on the page that appears and click on the "Reset My Password" button as shown below:

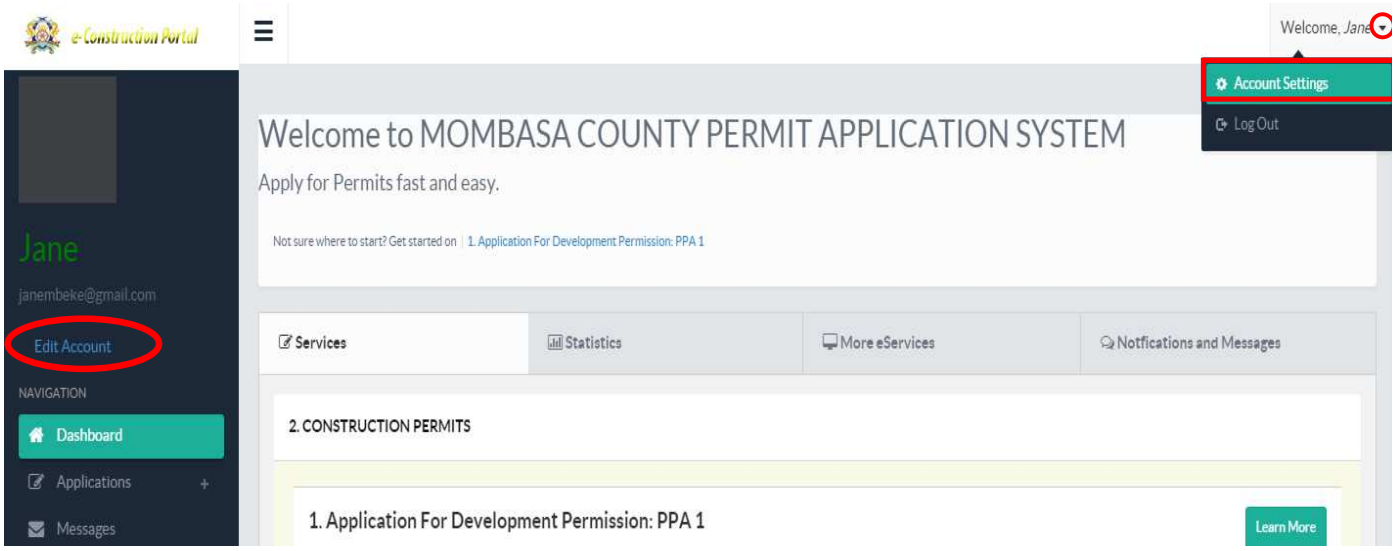

econstruction@mombasa.go.ke
Login | Register
MOMBASA COUNTY GOVERNMENT
Home
Terms of Service
Help Center
Finance Bill
News
FAQ
Contact Us
Home / > Forgot Your Password?
Forgot Your Password?
Lost Password Recovery
If you have forgotten your username or password, you can request to have your username emailed to you and to reset your password. When you fill in your registered email address, you will be sent instructions on how to reset your password.
Email or Username
info@otbafrica.com
Reset My Password

- Check your email inbox for the password reset email sent by the system. In case you cannot view the password reset email, kindly check your spam for the same.
- Follow the instructions sent on the email to reset your password.
- Login with the new password

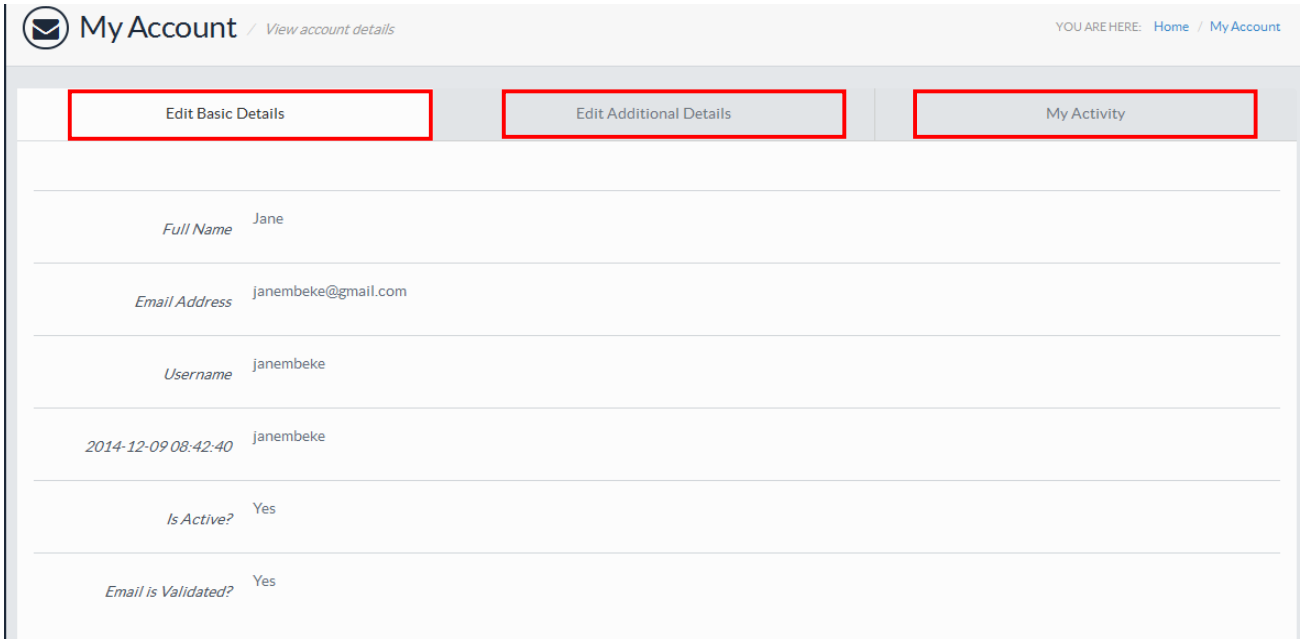
1.1.4 Editing Your Account Details

To edit your account details,

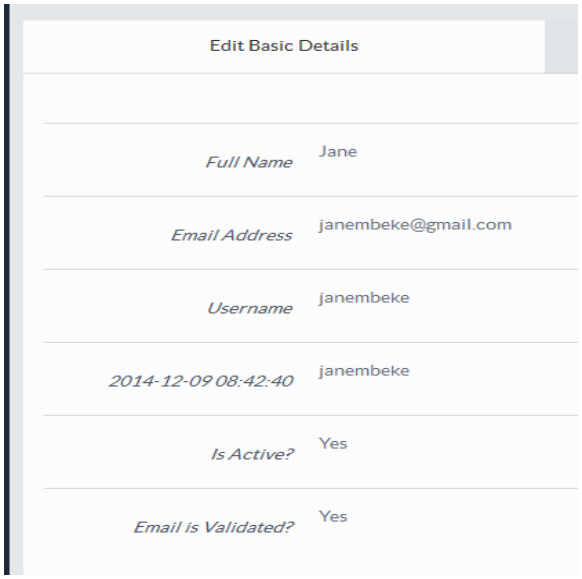
Click on "Edit Account" link on the top left of the menu bar or click on the downward arrow beside your name at the top right and select "Account Settings" as shown below



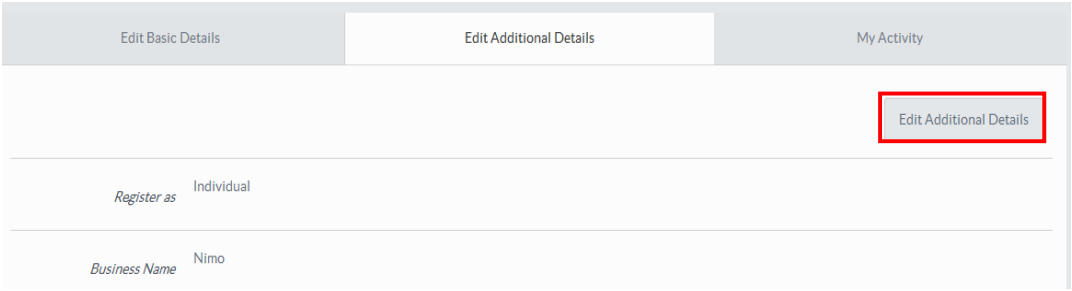
You will then be presented with your account details in three major tabs as shown below



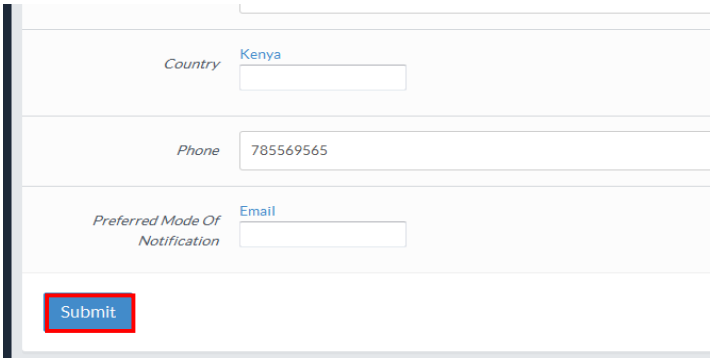
1. **Edit Basic Details** – this tab allows you to view basic details like your name, email address, and username.



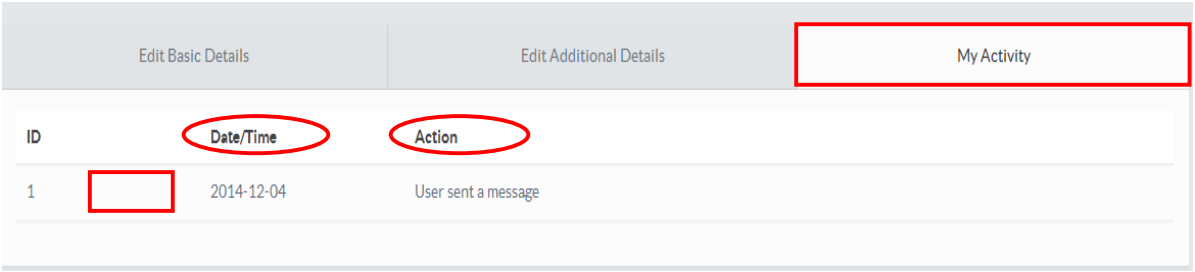
2. **Edit Additional Details** – This tab allows you to edit additional details such as the Client Particulars. Go to the "Edit Additional Details" Tab then click on the "Edit Additional details" button.



Make the changes you want on the client's particulars and click "Submit" button to save changes.

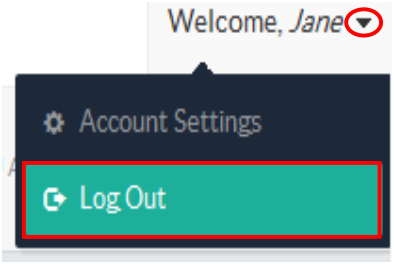


3. **My Activity tab** – allows you to view activity logs of your account. It gives the date and the action taken.



1.1.5 Logging Out

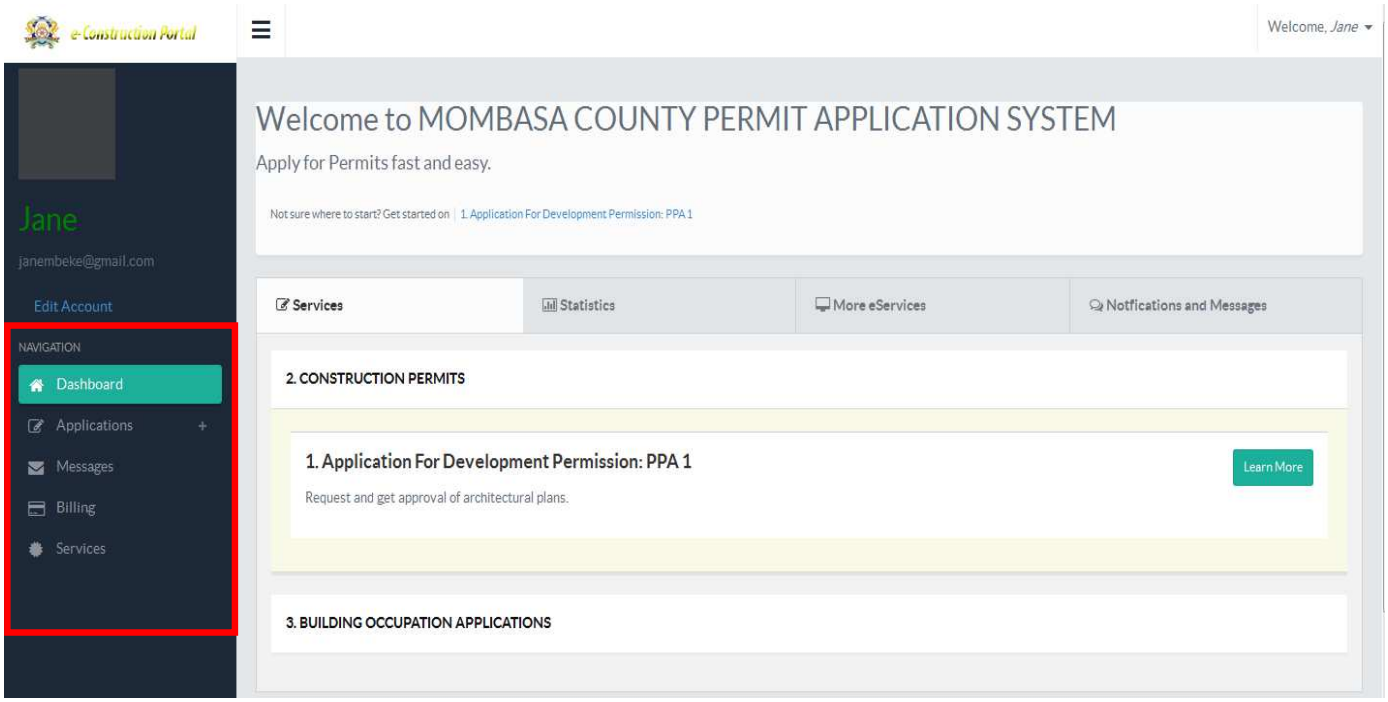
To get out of the system, click the downward arrow beside your username at the top right and select "Log Out" as shown below.



1.2 INTERFACE OVERVIEW

1.2.1 Main Navigation Menus

To navigate around the system you will make use of the menu bar on the left side of the User interface.



The menus include:

1) **Dashboard** – A collection of information on services and forms i.e. Construction Permits, Inspections and Occupation Certificates. The dashboard also shows statistics on applications, more government services and also Notifications and Messages directed to you.

2) **Applications** – Allows you to make submissions and also track progress for all applications you have submitted.

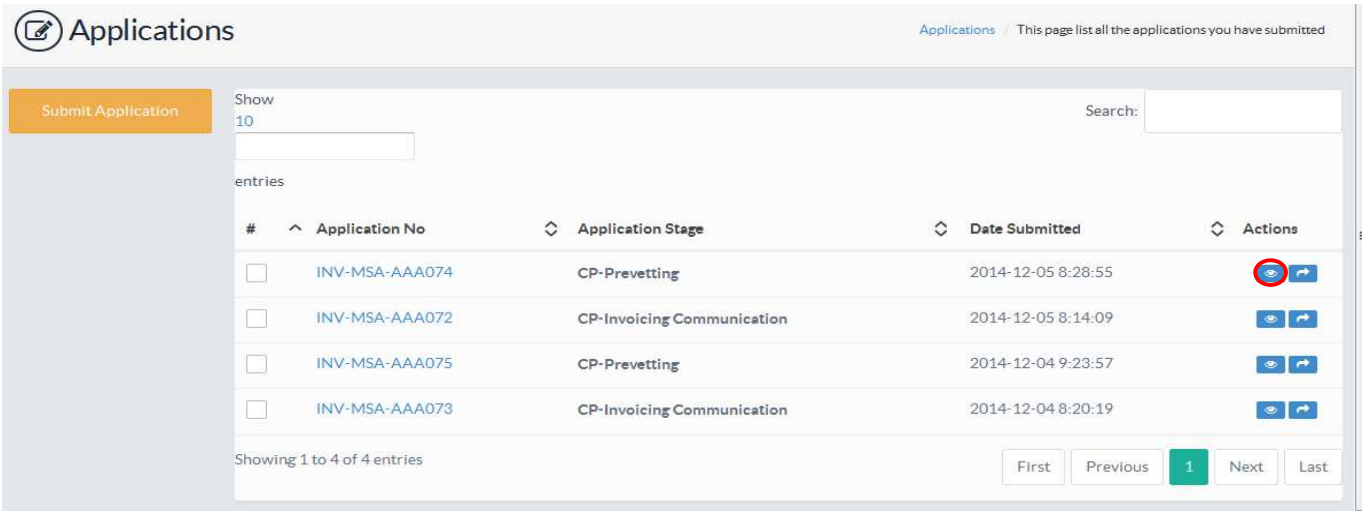
3) **Messages** – It shows messages from the county reviewers regarding applications submitted.

4) **Billing** – This lists invoices issued for your applications.

5) **Services** – Lists all permits and certificates that have been issued to you.

1.2.2 Accessing Records

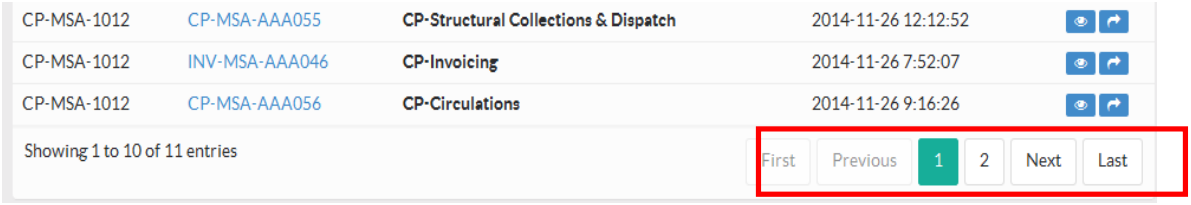
You will spend most of your time viewing and submitting applications. The records are placed in tabular format. At the top of the table list, there is a title bar that briefly describes what the particular column displays.


Applications
Applications / This page list all the applications you have submitted
Submit Application
Show 10 entries
Search:
Application No Application Stage Date Submitted Actions
INV-MSA-AAA074 CP-Prevetting 2014-12-05 8:28:55
INV-MSA-AAA072 CP-Invoicing Communication 2014-12-05 8:14:09
INV-MSA-AAA075 CP-Prevetting 2014-12-04 9:23:57
INV-MSA-AAA073 CP-Invoicing Communication 2014-12-04 8:20:19
Showing 1 to 4 of 4 entries
First Previous 1 Next Last

You can click on the view button to see more information about that particular record.

1.2.3 Paginations

Pagination is the process of dividing records into discrete pages. This enables a user to move from one page to another while searching for records. There is a special navigation tailored to perform this function. The navigation is numbered. This is illustrated below:


CP-MSA-1012 CP-MSA-AAA055 CP-Structural Collections & Dispatch 2014-11-26 12:12:52
CP-MSA-1012 INV-MSA-AAA046 CP-Invoicing 2014-11-26 7:52:07
CP-MSA-1012 CP-MSA-AAA056 CP-Circulations 2014-11-26 9:16:26
Showing 1 to 10 of 11 entries
First Previous 1 2 Next Last

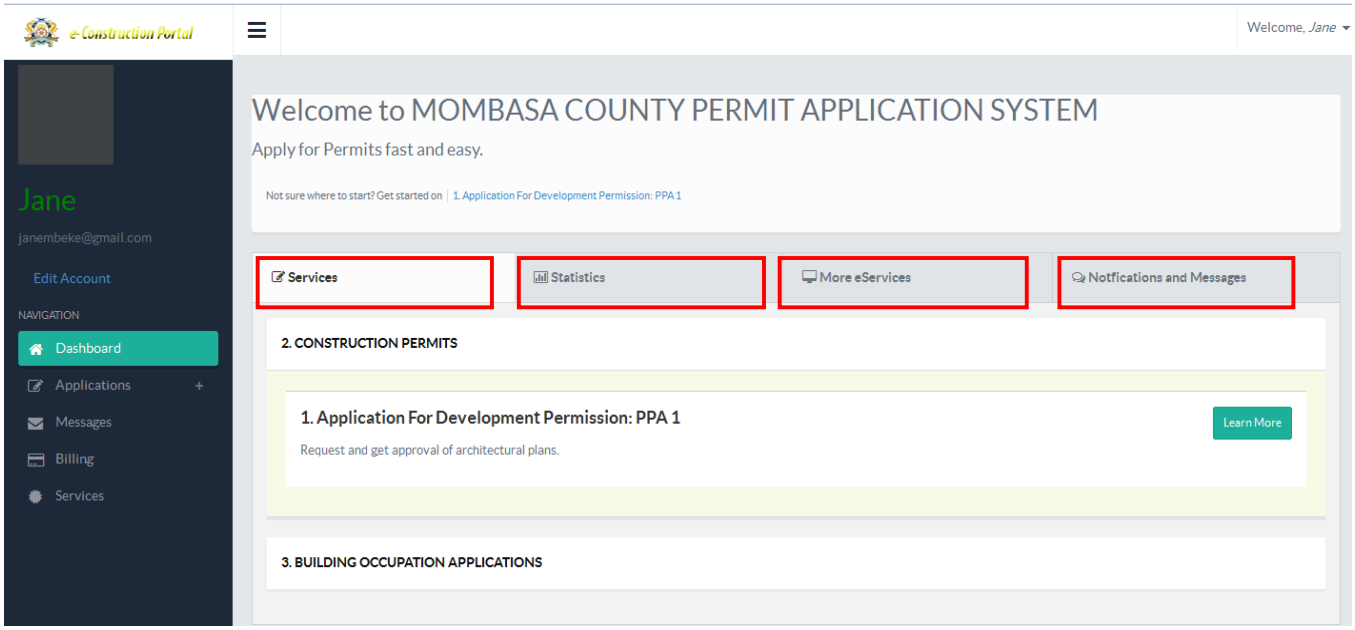
Pagination will be used throughout the system where a list of records more than 10 items

1.3 DASHBOARD

1.3.1 Dashboard

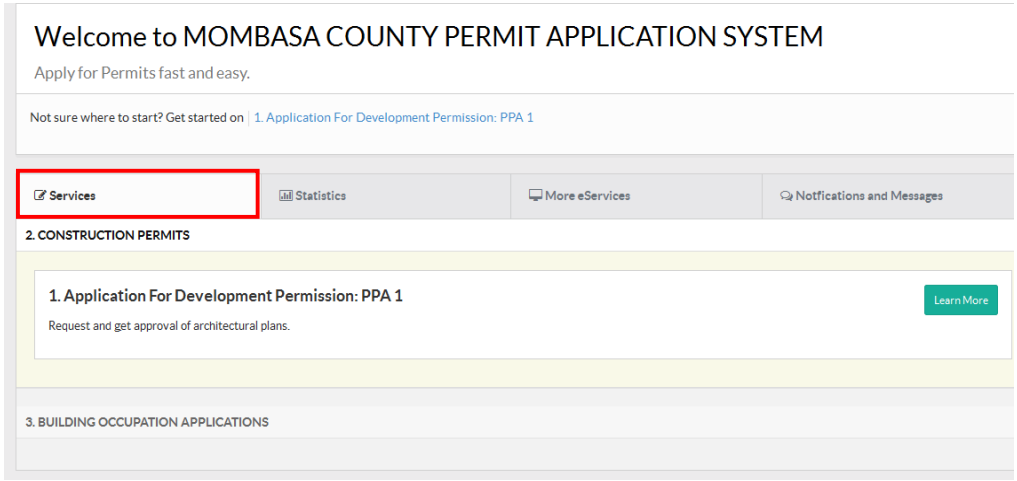
As a registered user, you will have your own profile along with a dashboard. The dashboard presents you with an overview of services offered and the relevant submission forms. It also summarizes your activities in the system.

Once you log in, you will be presented with a dashboard as shown

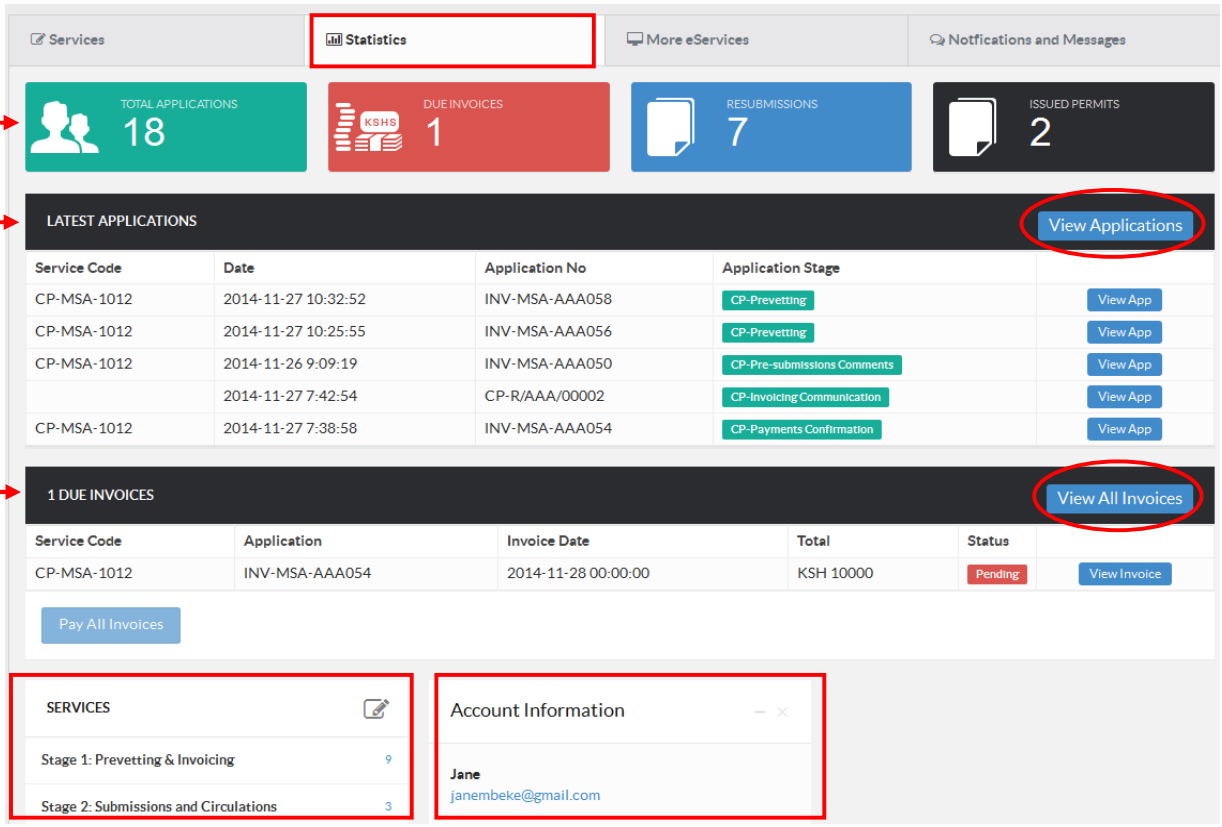


The dashboard has four major tabs;

1. **Services** – this tab lists the services you can access in this portal. It provides the submission forms required for Construction Permits, Inspections and Occupation Certificates.


Welcome to MOMBASA COUNTY PERMIT APPLICATION SYSTEM
Apply for Permits fast and easy.
Not sure where to start? Get started on | 1. Application For Development Permission: PPA 1
Services
Statistics
More eServices
Notfications and Messages
2. CONSTRUCTION PERMITS
1. Application For Development Permission: PPA 1
Request and get approval of architectural plans.
Learn More
3. BUILDING OCCUPATION APPLICATIONS

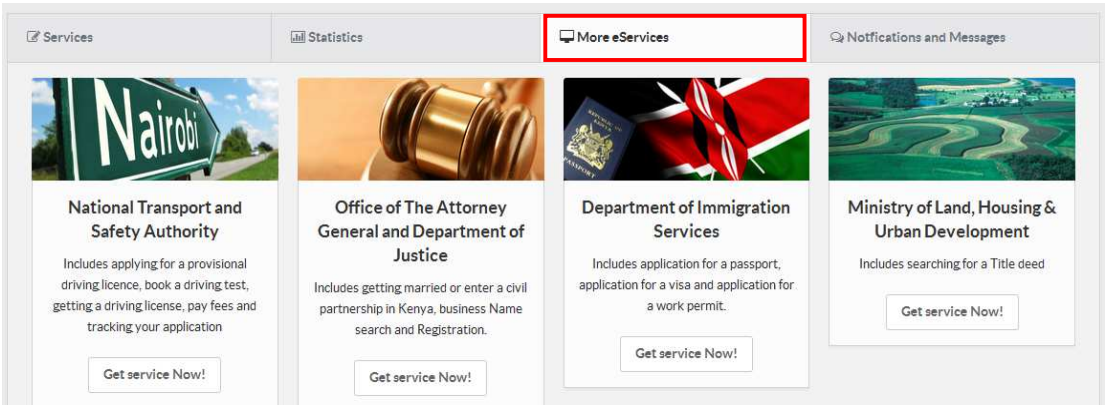
2. **Statistics** – at the very top of this tab, you will get a graphical summary of your Applications, Due Invoices, Resubmissions and Issued permits.



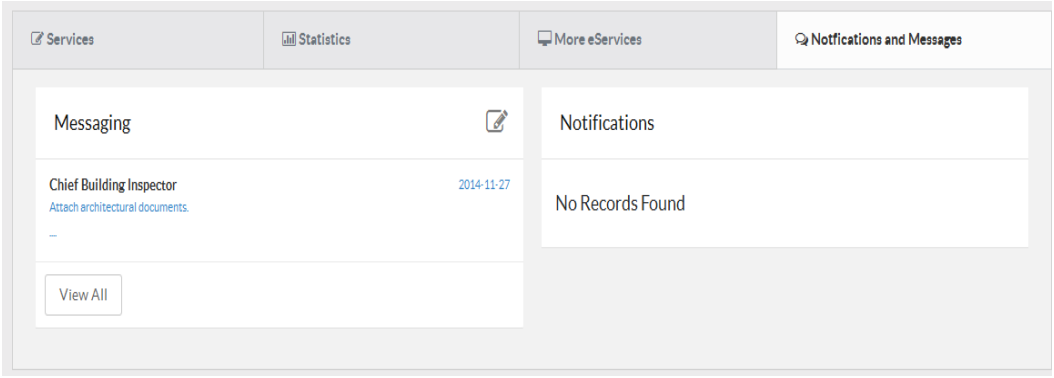
As you scroll down, you will get a list of;

- Latest applications with the option to view them
- Due Invoices with the option to view or pay the invoices
- Approval stages and the number of applications in those stages
- Account information which you can edit.

3. **More Services** – this tab links you to other government e-services.


Services
Statistics
More eServices
Notfications and Messages
National Transport and Safety Authority
Includes applying for a provisional driving licence, book a driving test, getting a driving license, pay fees and tracking your application
Get service Now!
Office of The Attorney General and Department of Justice
Includes getting married or enter a civil partnership in Kenya, business Name search and Registration.
Get service Now!
Department of Immigration Services
Includes application for a passport, application for a visa and application for a work permit.
Get service Now!
Ministry of Land, Housing & Urban Development
Includes searching for a Title deed
Get service Now!

4. **Notifications and Messages** – this tab shows the messages and notifications you have received.



CHAPTER 2: APPLICATIONS

2.0 About Applications

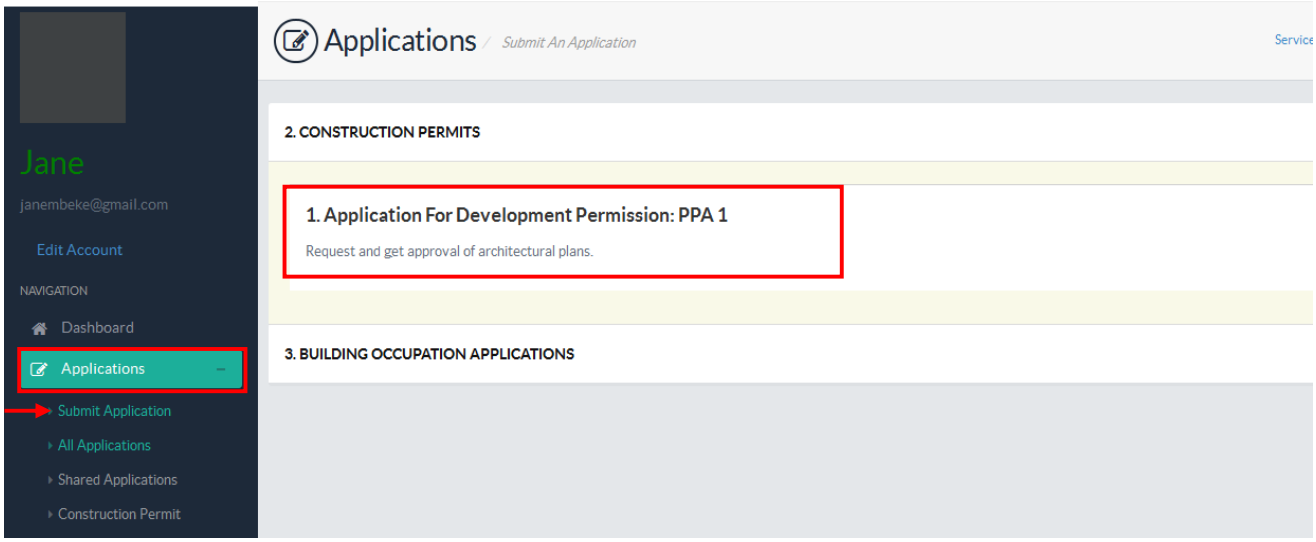
Applications are the building plans/proposals you submit to the Building Inspectorate in order to acquire permits. These applications are then reviewed and vetted by the relevant authority.

In this chapter we will see how to submit an application, view submitted applications, apply for receipts and track the progress of your applications.

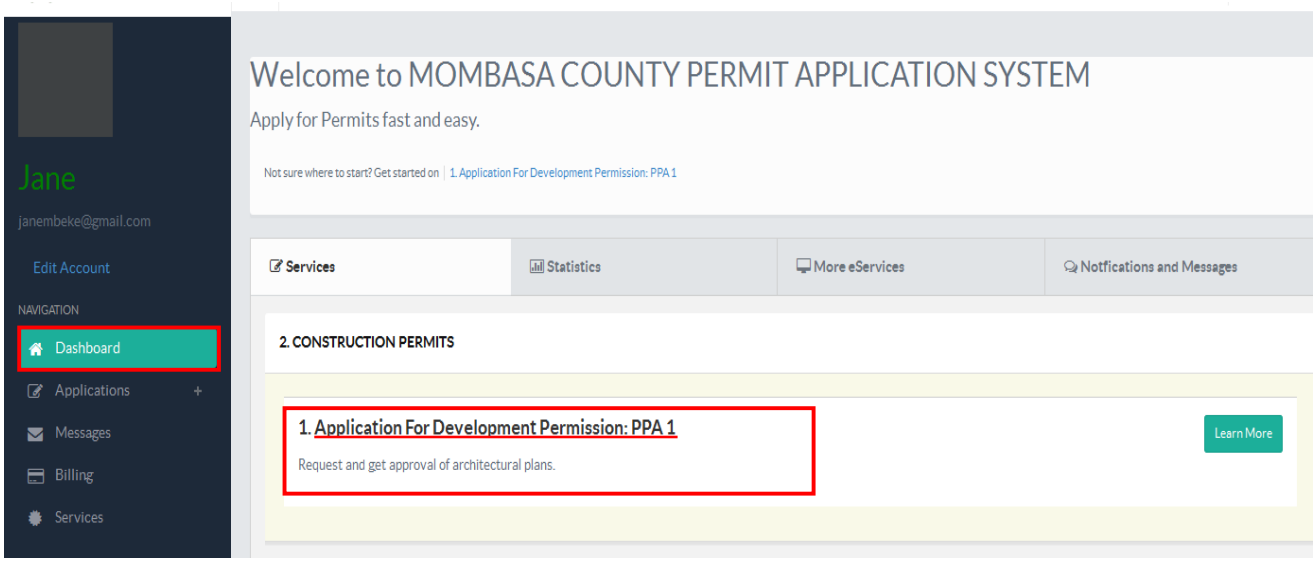
2.1 Submitting Applications

To submit an application for a construction permit,

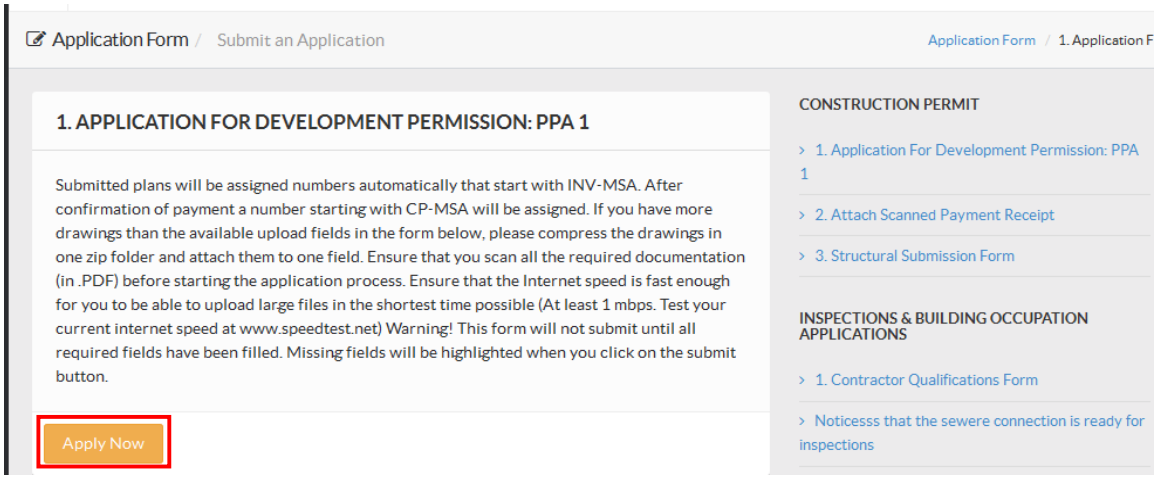
1. Go to Applications menu, select "Submit Application" then click on the "Application For Development Permission: PPA 1" link as shown



Or on the dashboard page, click on the "Application For Development Permission: PPA 1" link as shown

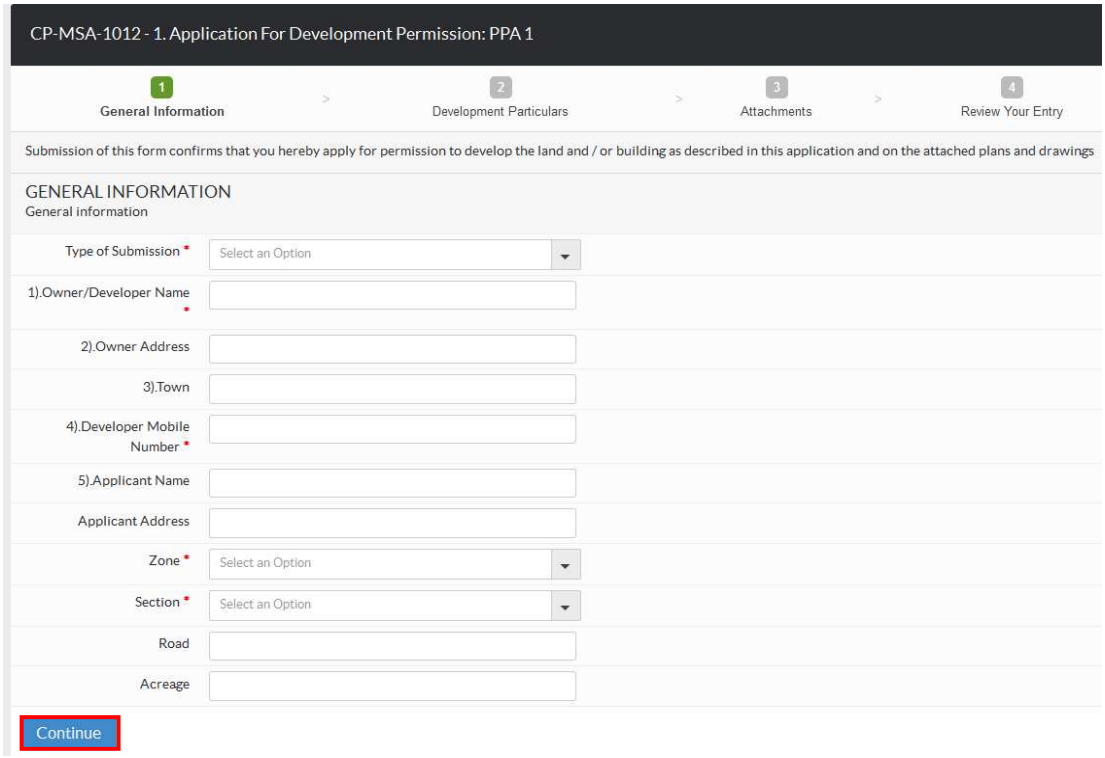


2. This takes you to another page. Click on the "Apply Now" button.


Application Form / Submit an Application
Application Form / 1. Application F
1. APPLICATION FOR DEVELOPMENT PERMISSION: PPA 1
Submitted plans will be assigned numbers automatically that start with INV-MSA. After confirmation of payment a number starting with CP-MSA will be assigned. If you have more drawings than the available upload fields in the form below, please compress the drawings in one zip folder and attach them to one field. Ensure that you scan all the required documentation (in .PDF) before starting the application process. Ensure that the Internet speed is fast enough for you to be able to upload large files in the shortest time possible (At least 1 mbps. Test your current internet speed at www.speedtest.net) Warning! This form will not submit until all required fields have been filled. Missing fields will be highlighted when you click on the submit button.
Apply Now
CONSTRUCTION PERMIT
1. Application For Development Permission: PPA 1
2. Attach Scanned Payment Receipt
3. Structural Submission Form
INSPECTIONS & BUILDING OCCUPATION APPLICATIONS
1. Contractor Qualifications Form
Noticesss that the sewere connection is ready for inspections

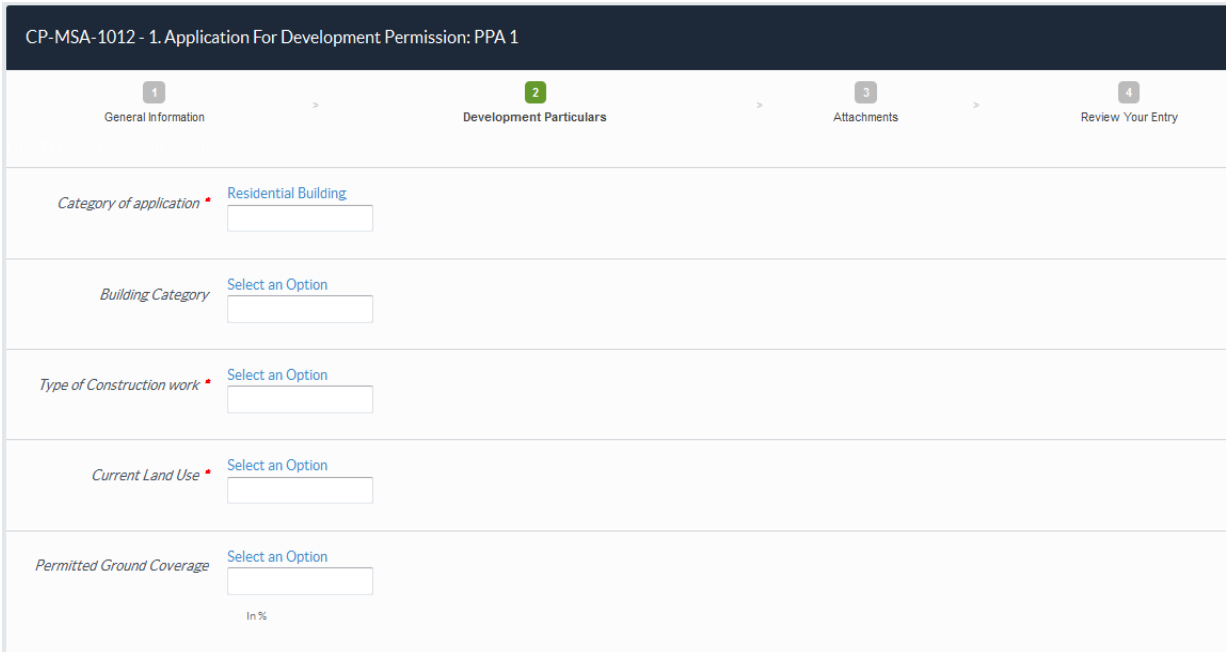
You will be presented with a form to fill in the required details. This form is divided into three sections.

3. Section 1 – fill in general information to also include the owner/developer details. All fields marked with a red asterisk must be filled in.

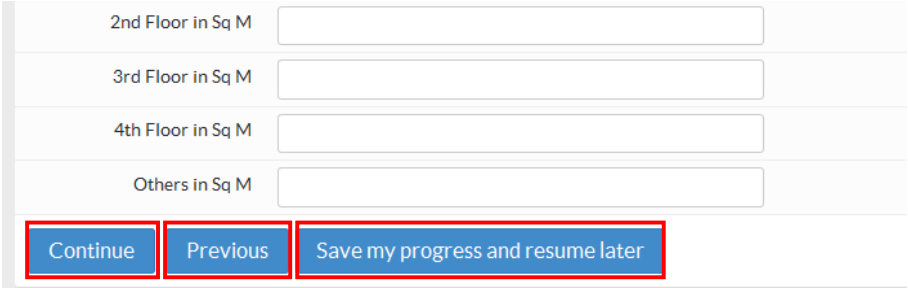


4. Once you finish, click on the "Continue" button to move to the next section of the form.

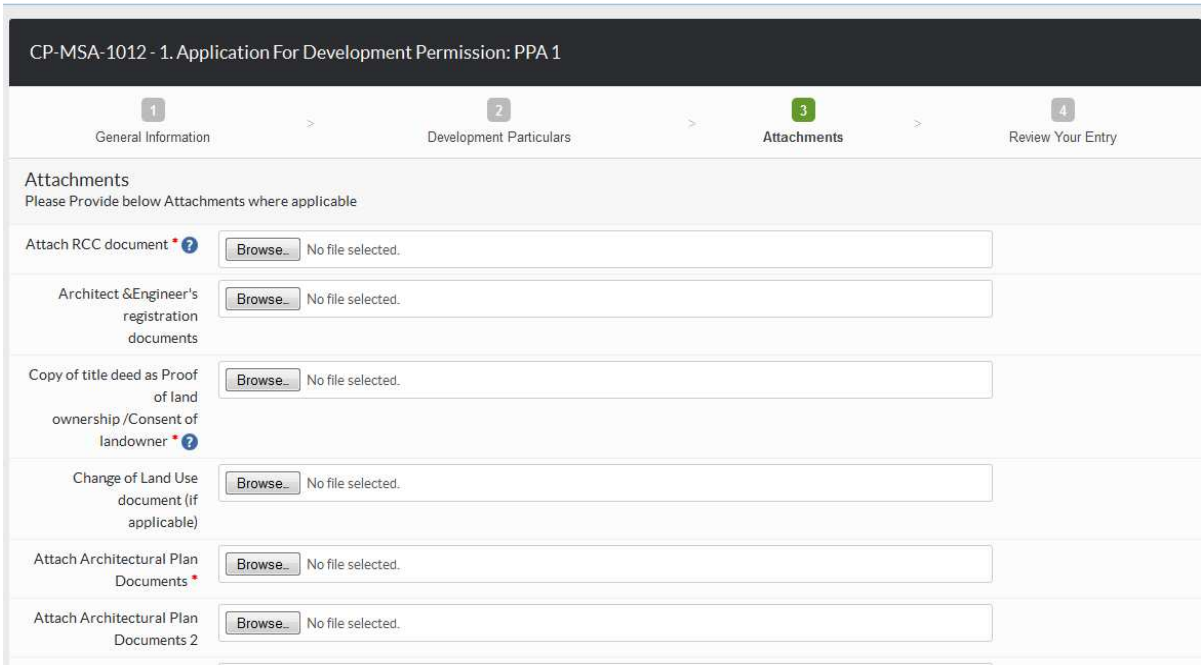
5. Section 2 – in this section you will give the development particulars. You shall provide a description of the plan, the proposed land use, area of plot, plinth area and the materials.



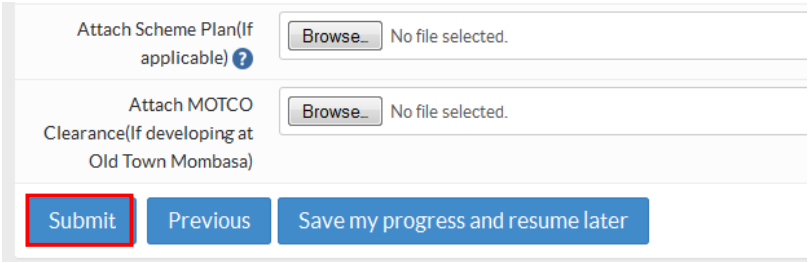
6. Once you finish, click on the "Continue" button to move to the next section of the form. You can also go back to the previous section by clicking "Previous" or Save the Progress and resume the application later.



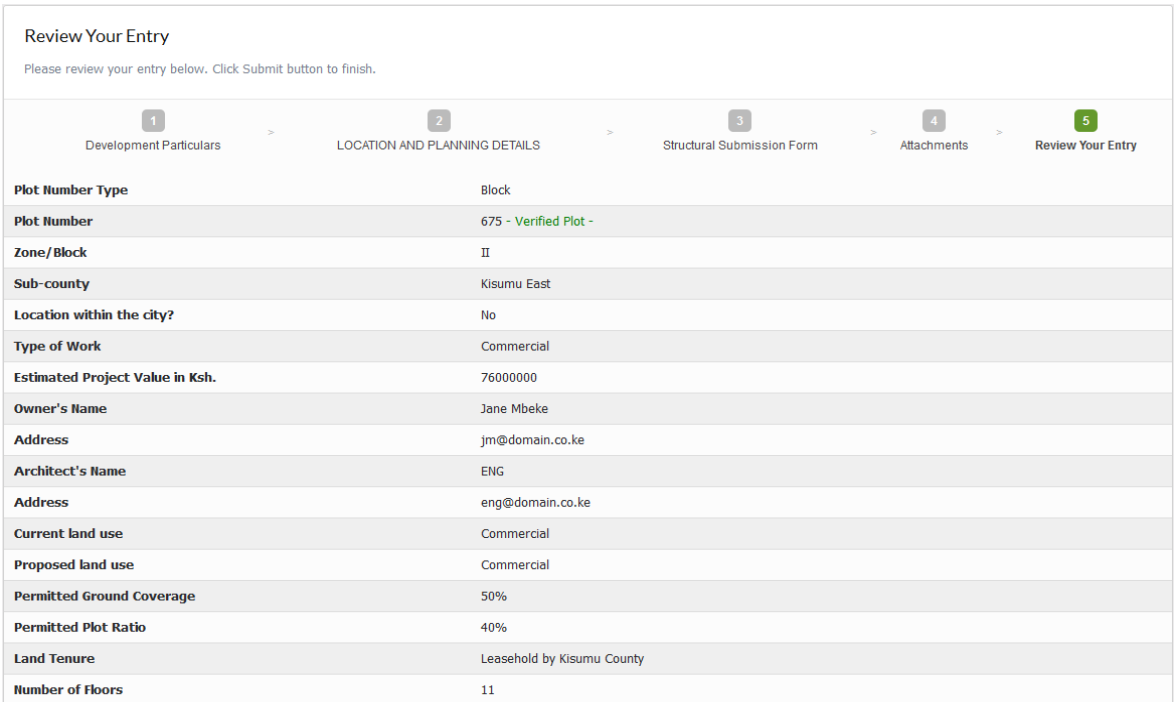
7. Section 3 – attach all documents required for your application. These will include Rates clearance certificates, proof of land ownership, architectural plans and other relevant attachments you may have.


CP-MSA-1012 - 1. Application For Development Permission: PPA 1
1 General Information
2 Development Particulars
3 Attachments
4 Review Your Entry
Attachments
Please Provide below Attachments where applicable
Attach RCC document *
Architect &Engineer's registration documents
Copy of title deed as Proof of land ownership /Consent of landowner *
Change of Land Use document (if applicable)
Attach Architectural Plan Documents *
Attach Architectural Plan Documents 2
Browse... No file selected.

8. Click on the "Submit" button when you're done. You can also go back to previous section or save as draft to continue later.


Attach Scheme Plan(If applicable)
Attach MOTCO Clearance(If developing at Old Town Mombasa)
Browse... No file selected.
Submit
Previous
Save my progress and resume later

9. You will be presented with a summary of the entries you have made Review your entry before final submission.



Review Your Entry

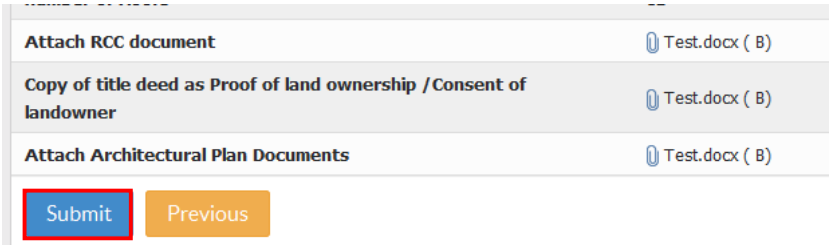
Please review your entry below. Click Submit button to finish.

1 Development Particulars > 2 LOCATION AND PLANNING DETAILS > 3 Structural Submission Form > 4 Attachments > 5 Review Your Entry

Plot Number Type	Block
Plot Number	675 - Verified Plot -
Zone/Block	II
Sub-county	Kisumu East
Location within the city?	No
Type of Work	Commercial
Estimated Project Value in Ksh.	76000000
Owner's Name	Jane Mbeke
Address	jm@domain.co.ke
Architect's Name	ENG
Address	eng@domain.co.ke
Current land use	Commercial
Proposed land use	Commercial
Permitted Ground Coverage	50%
Permitted Plot Ratio	40%
Land Tenure	Leasehold by Kisumu County
Number of Floors	11

If you need to make corrections go back using the "Previous" button at the bottom to make the changes.

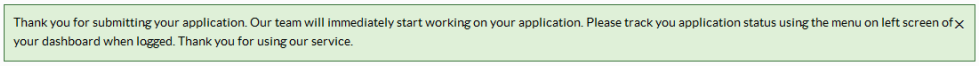
10. Once you ensure everything is correct, click "Submit" button.



Attach RCC document	Test.docx (B)
Copy of title deed as Proof of land ownership /Consent of landowner	Test.docx (B)
Attach Architectural Plan Documents	Test.docx (B)

Submit Previous

You will get a message that your application has been successfully submitted.

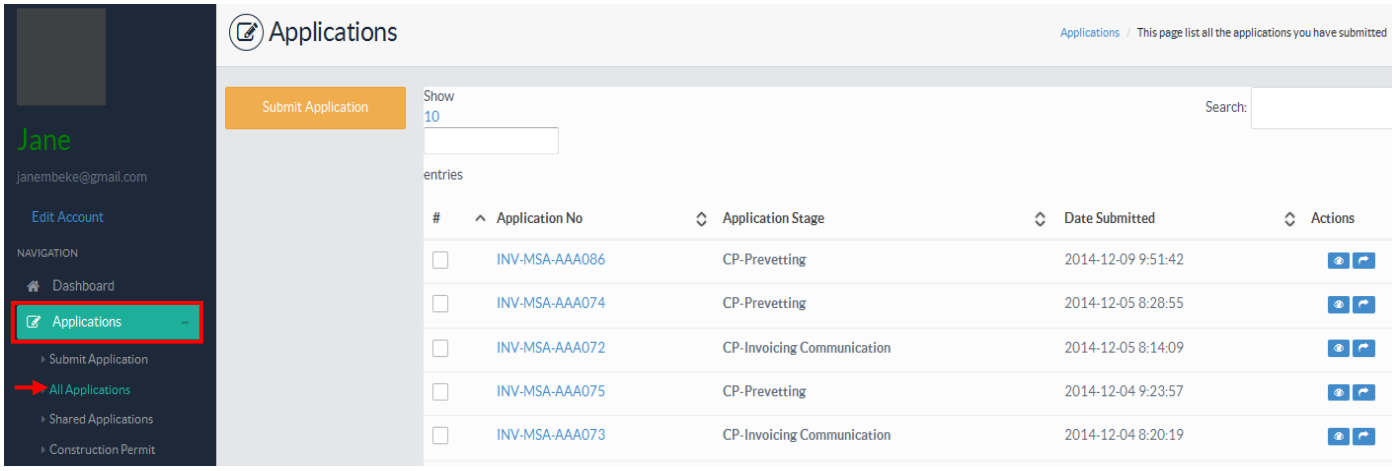


Thank you for submitting your application. Our team will immediately start working on your application. Please track you application status using the menu on left screen of your dashboard when logged. Thank you for using our service. ×

On submission, your application will get a temporary reference number beginning with "INV" e.g. INV-AAA0001. You will use this number to track the progress of your application in the system. After your payment for permit fees has been confirmed, the application will be assigned a permanent plan number beginning with 'P', the year and number e.g. P/2015/240 which you will use to track the approval of the submitted plan.

2.2 Viewing an Application

1. To view all applications you have submitted. Go to the 'Applications' menu and select 'All Applications'

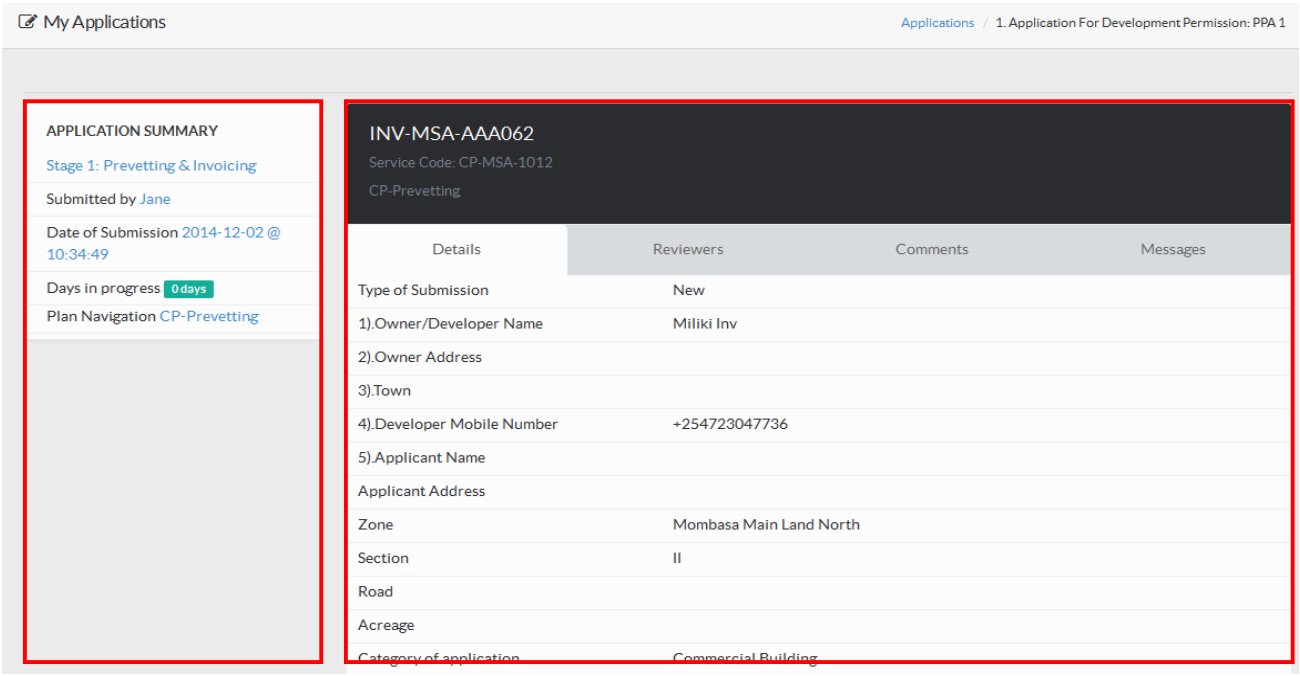


The records are placed in tabular format. At the top of the table list, is a title bar that briefly describes what a particular column displays.

2. Click on the 'Application No' or the 'View' icon of the application you want to see as shown below.

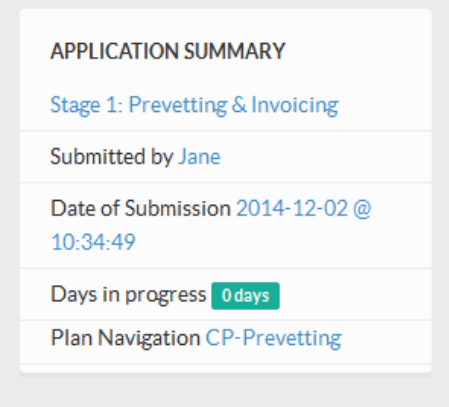
Application No Application Stage Date Submitted Actions
INV-MSA-AAA086 CP-Prevetting 2014-12-09 9:51:42
INV-MSA-AAA074 CP-Prevetting 2014-12-05 8:28:55
INV-MSA-AAA072 CP-Invoicing Communication 2014-12-05 8:14:09

After you click on the view icon you should see the applications details as shown below.

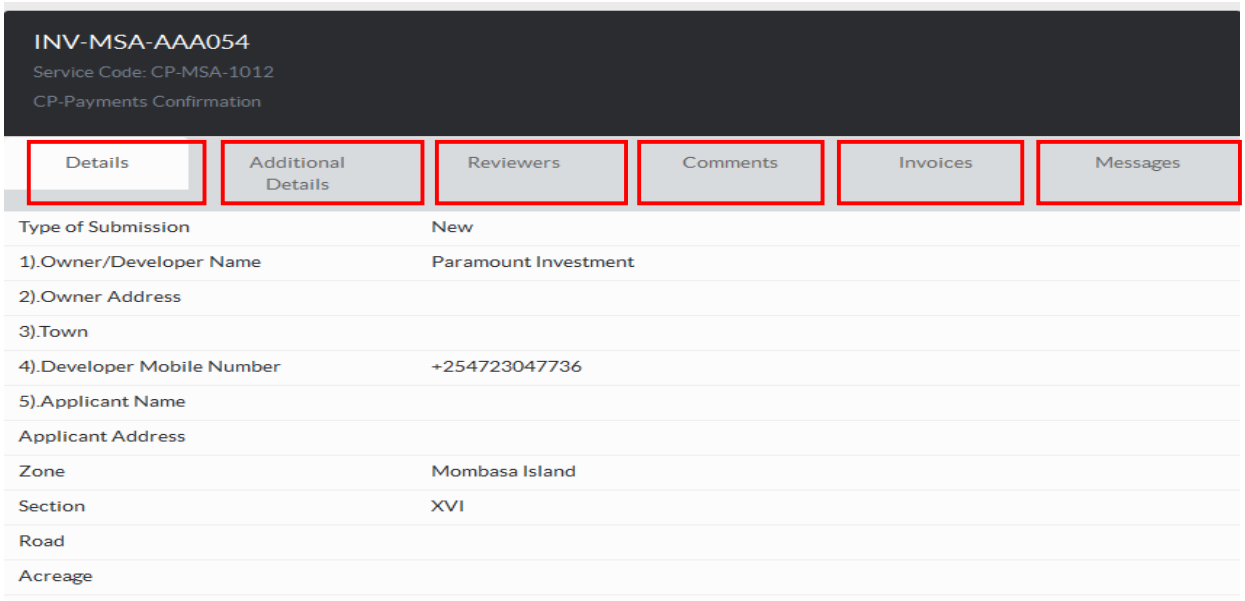


The application page is divided into two main columns;

- The first column shows the Application Summary indicating the Stage of the Application, Name of Person that submitted the application, Date of submission and Days in Progress


APPLICATION SUMMARY
Stage 1: Prevetting & Invoicing
Submitted by Jane
Date of Submission 2014-12-02 @ 10:34:49
Days in progress 0 days
Plan Navigation CP-Prevetting

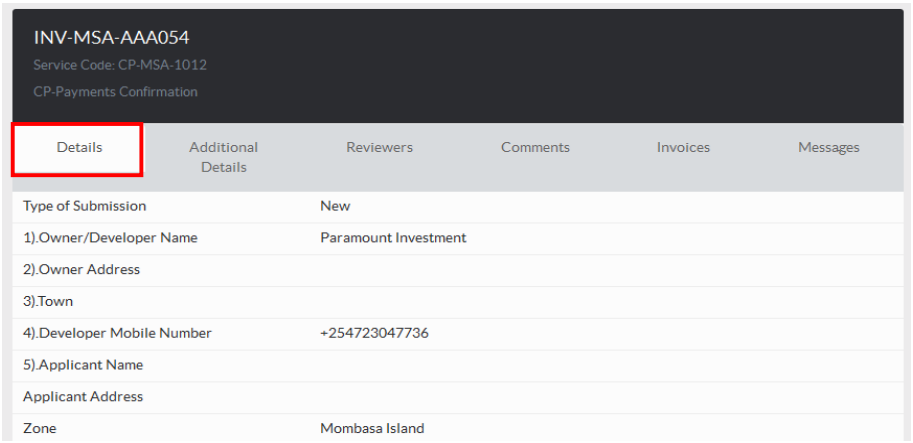
- The second column contains application details separated into six tabs or less depending on the progress and stage of your application.



These tabs include:

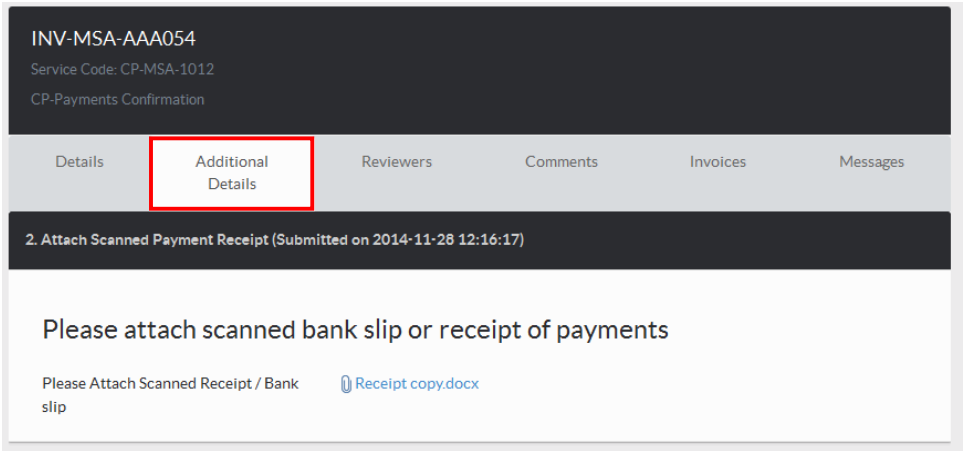
1. **Details**

   It shows details entered on the Application form



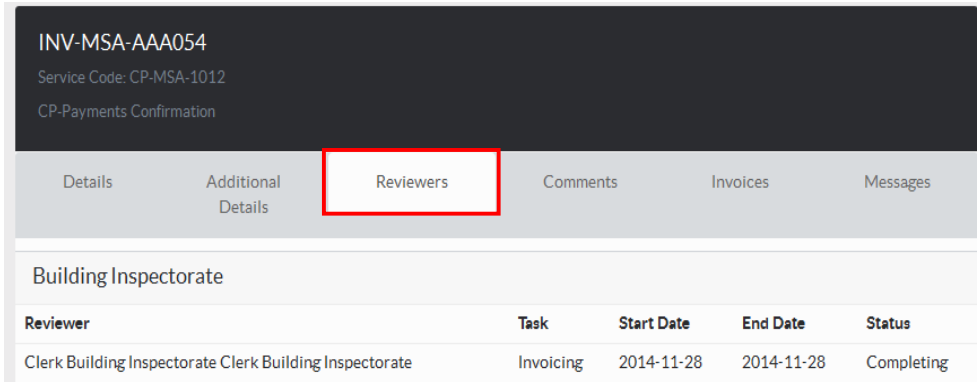
2. **Additional Details**

   Shows other records of the application like Receipt Attachments



3. Reviewers

This tab shows the reviewers working on the applications, the tasks and status of these tasks.

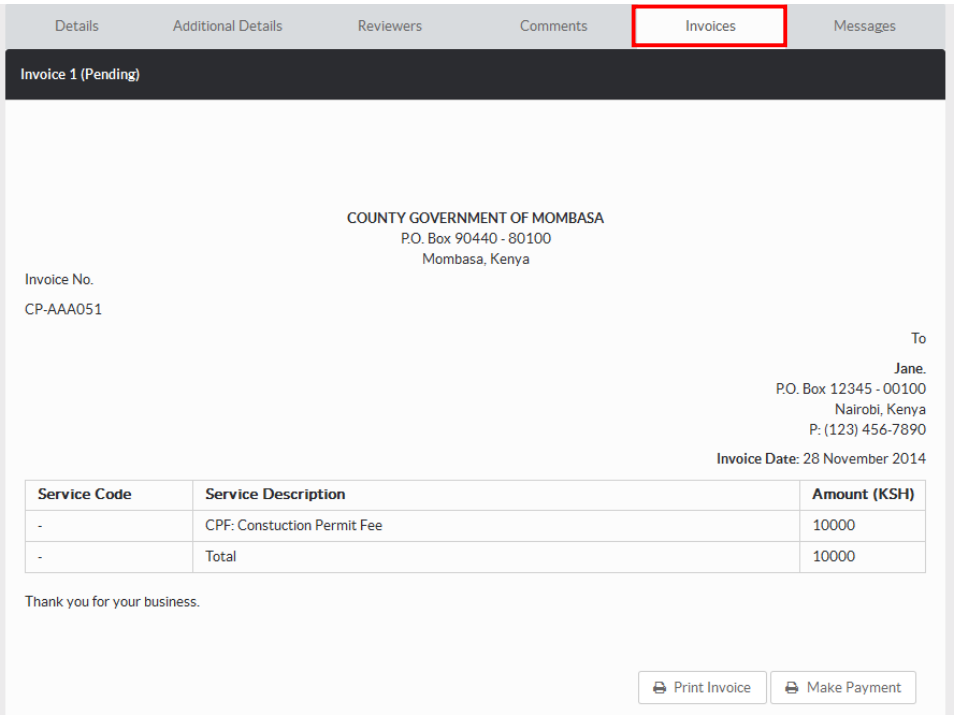


4. Comments

Contains comments given by reviewers about the application

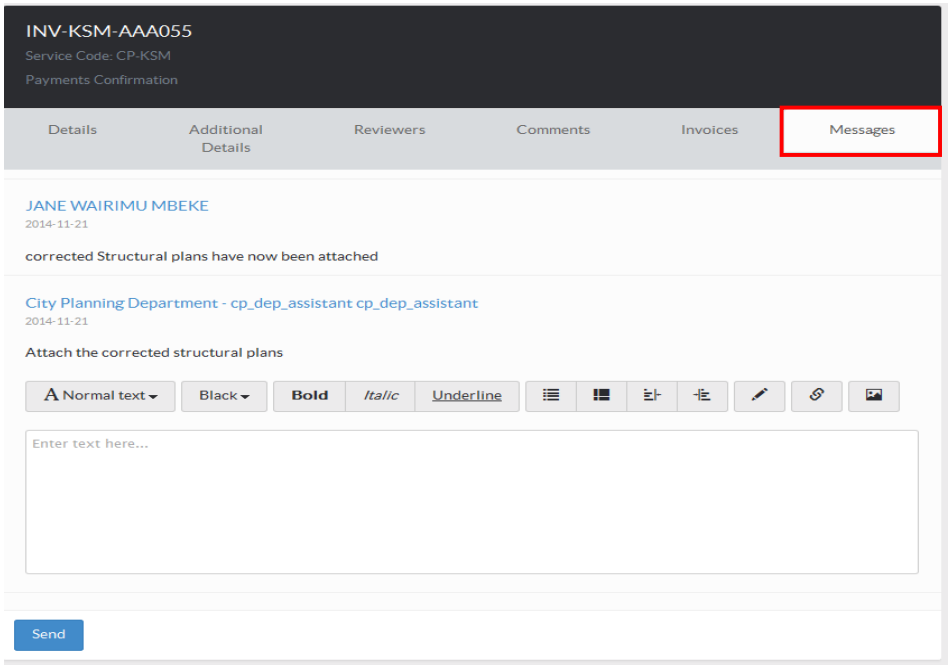
5. Invoices

This shows the invoices issued for this application and their status.



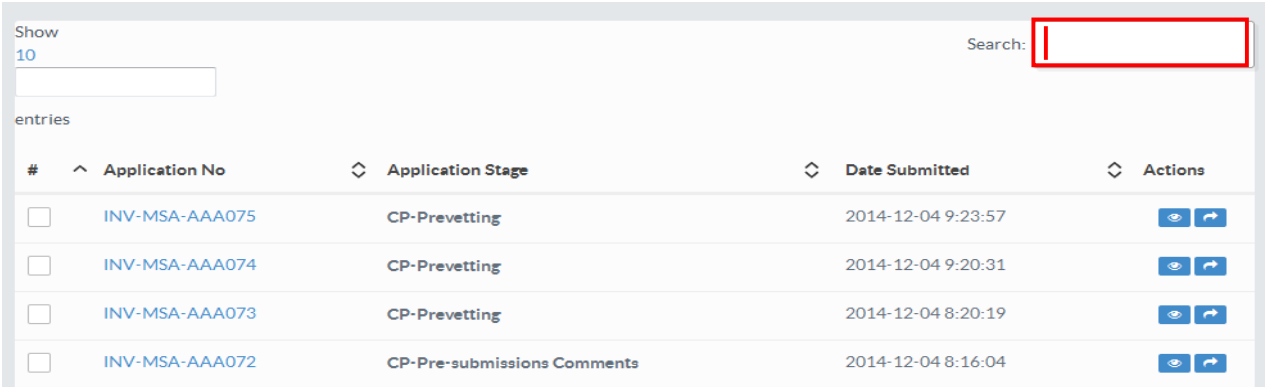
6. Messages

Contains the trail of communications between you and the reviewer



2.3 Searching for an Application

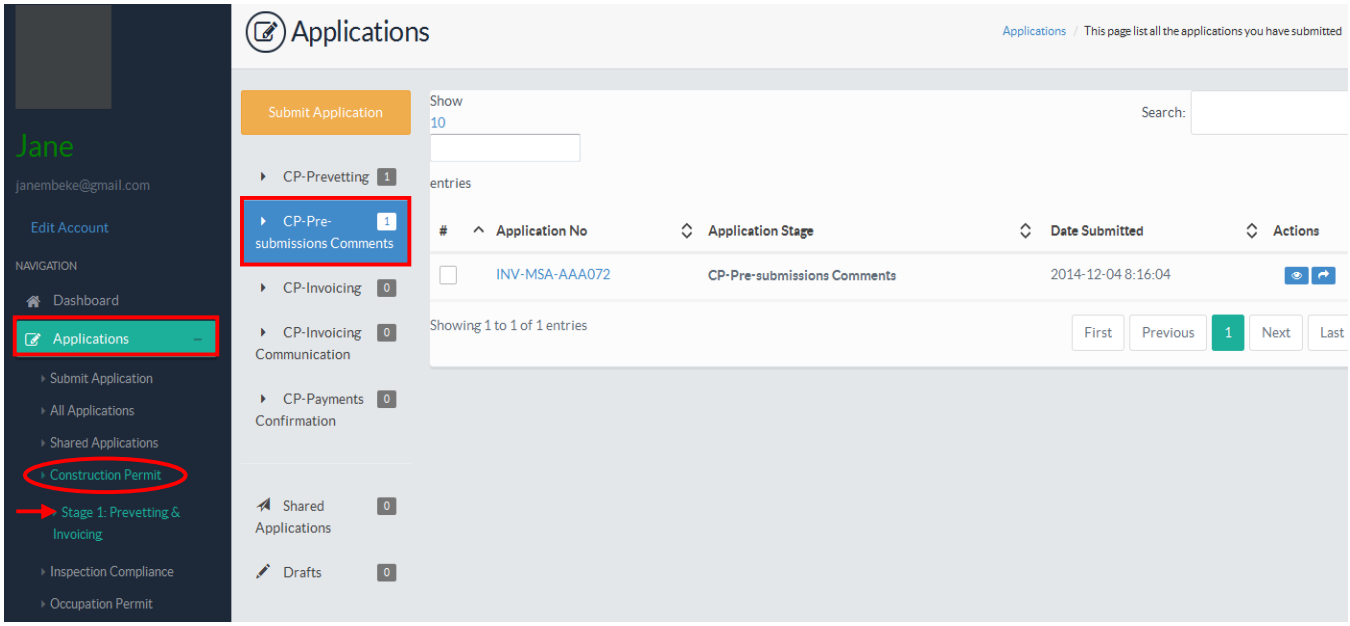
Go to the Applications menu and Select 'All Applications'. In the Search box provided at the top right of the page, type in the application number (which could be an 'INV' or 'P' number depending on the progress of your application) and hit Enter on your keyboard.



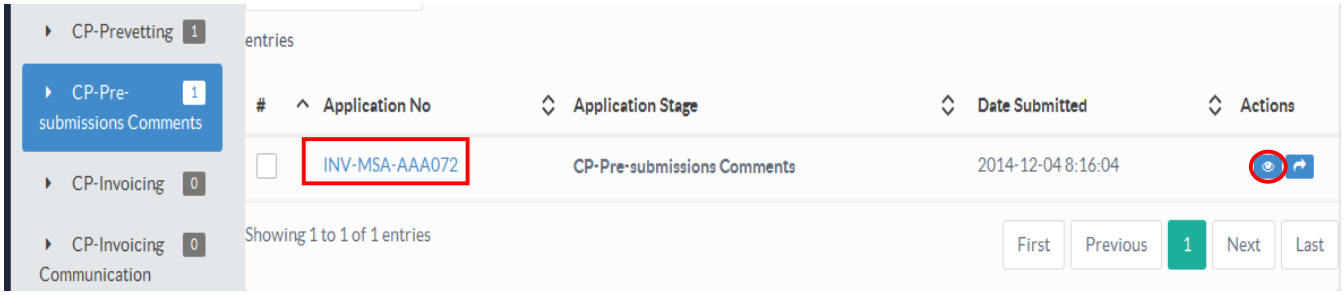
2.4 Resubmitting an Application

Once you submit your application, reviewers will check that all required information has been provided. If there is a problem with your submission, it will be declined with reasons and the application taken to a stage called "Pre-submission Comments". You will get an email/SMS notification requesting you to resubmit your application.

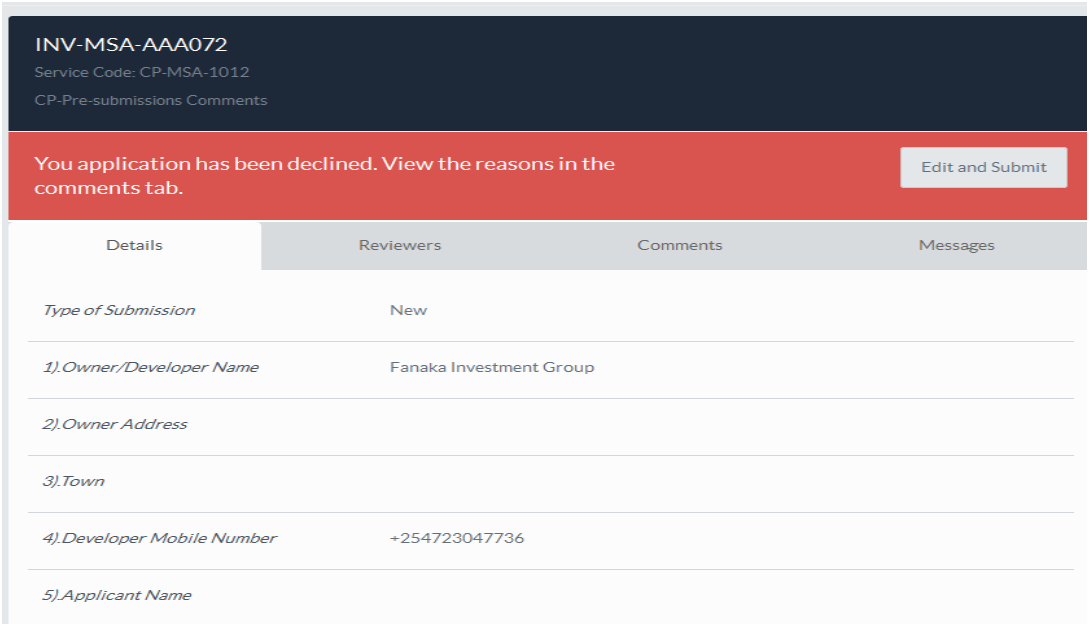
1. Go to Applications menu, select Construction Permit, and click on Stage 1: Prevetting and invoicing then choose 'CP-Pre-submission Comments".



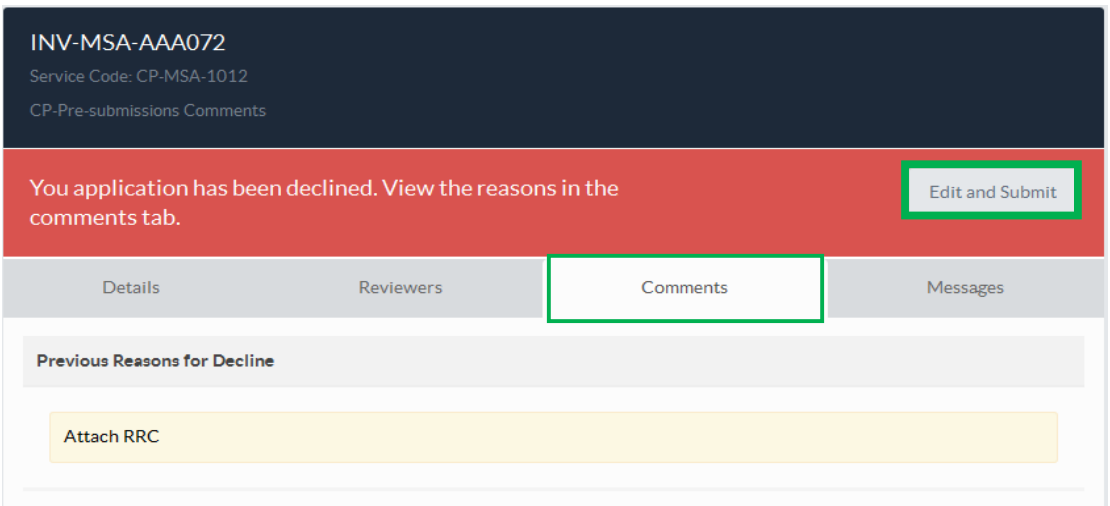
2. View the application you need to correct by clicking on the 'view' icon or the "Application No".


CP-Prevetting 1
CP-Pre-submissions Comments 1
CP-Invoicing 0
CP-Invoicing Communication 0
entries
Application No Application Stage Date Submitted Actions
INV-MSA-AAA072 CP-Pre-submissions Comments 2014-12-04 8:16:04
Showing 1 to 1 of 1 entries
First Previous 1 Next Last

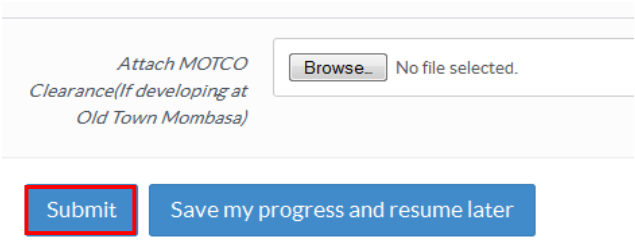
This presents you with the applications page in which you can view reasons for decline and also edit and submit your application once more.



3. Go to the "Comments" tab to view the reasons for decline. Then click on the "Edit and submit" button to make the relevant corrections and resubmit



4. You will be presented with your previous application form. Make the necessary changes and click on "Submit" button.



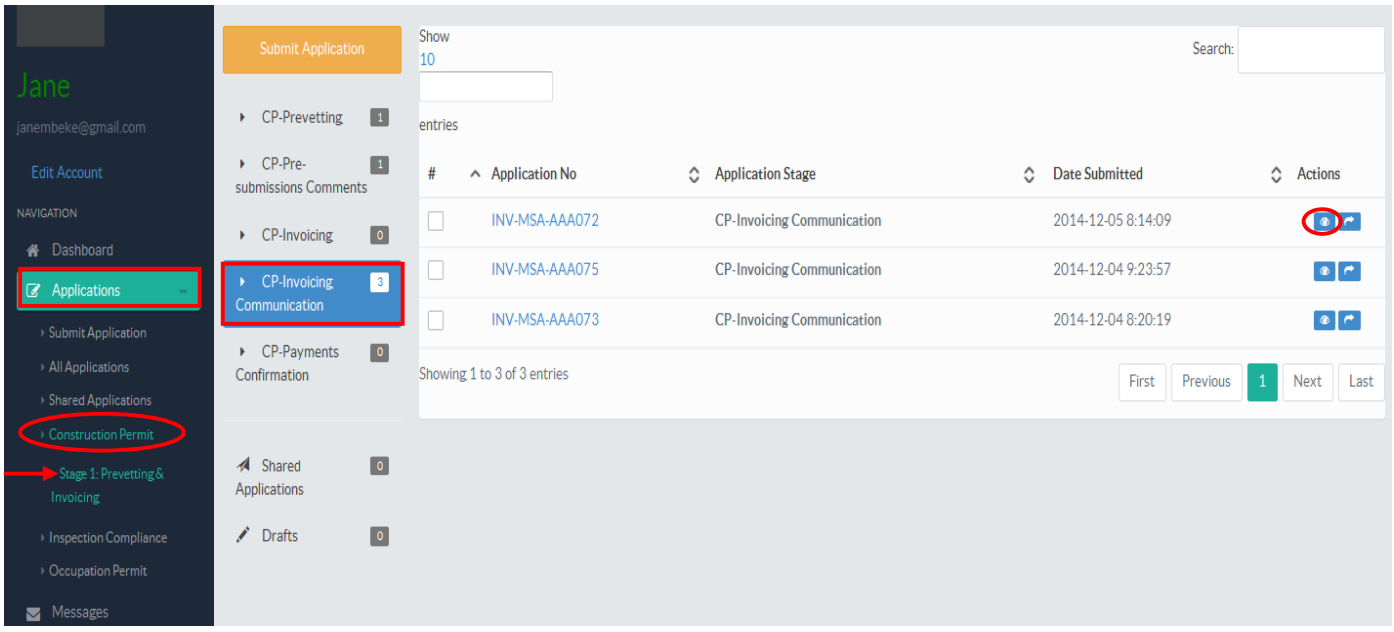
Your application will move back to "Prevetting Construction" Stage where it will be reviewed again.

2.5 Making Payment for an Application

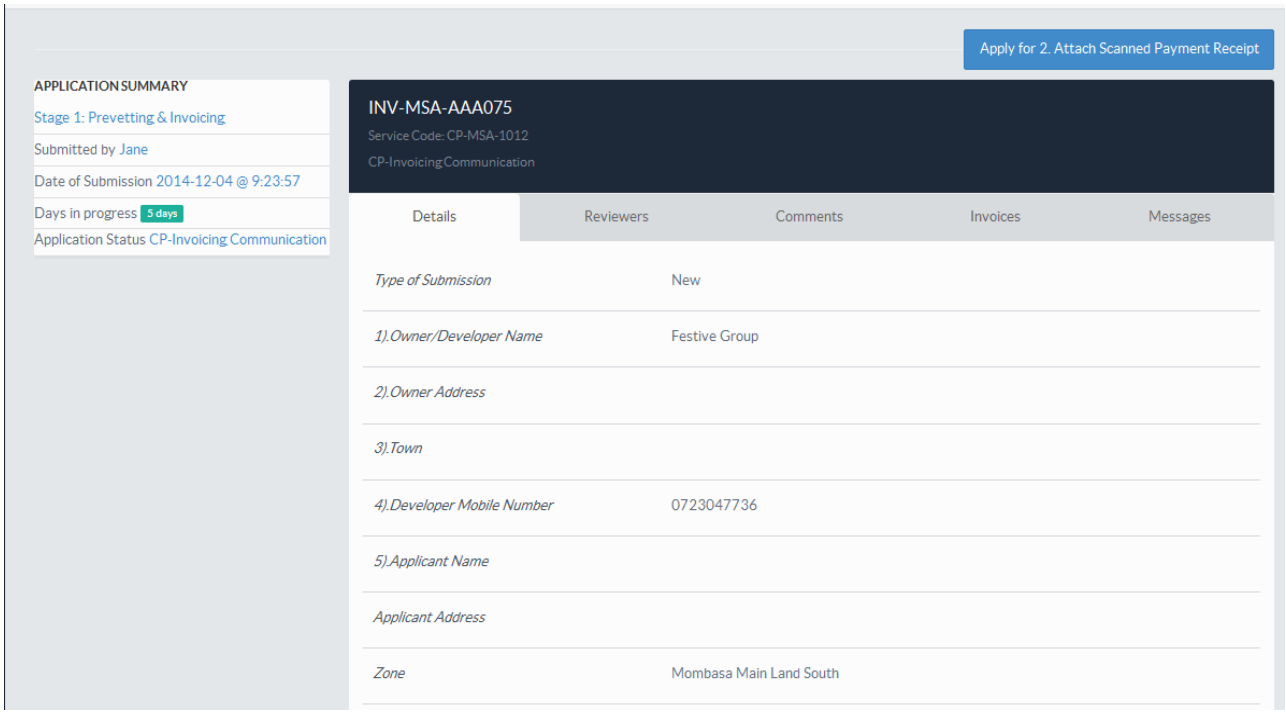
2.5.1 Accessing the Application

Once your application is reviewed and accepted, you will receive a notification via email/SMS that an invoice has been issued and you need to make payment. The application is at the "Invoicing Communication" Stage.

Go to Applications menu, Select Construction Permit, click on "Stage 1: Prevetting and Invoicing" and then select "Invoicing Communication"

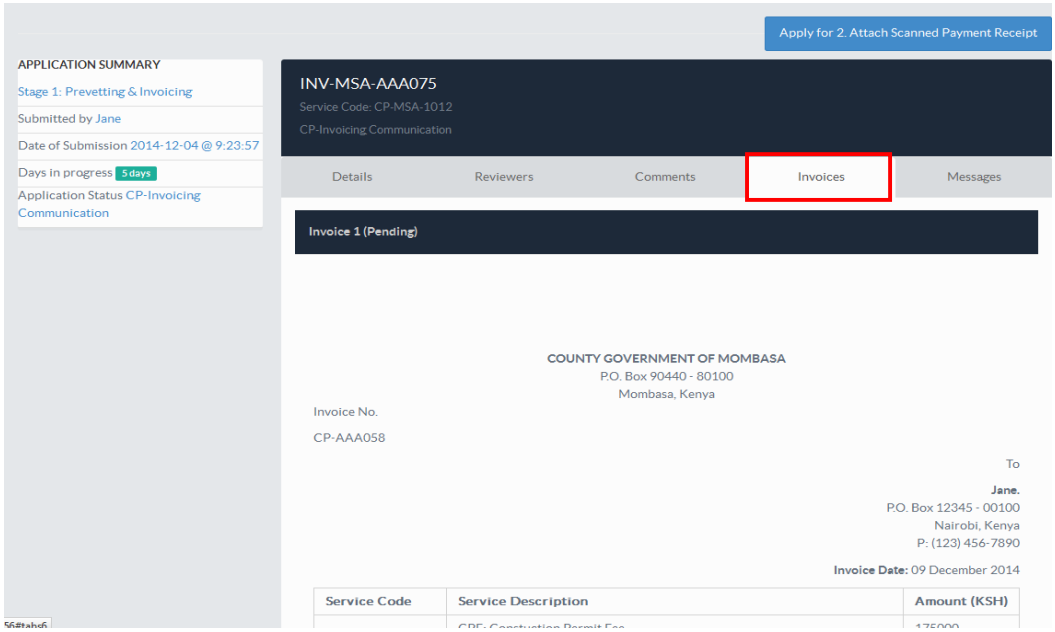


Click on the "view" icon or "Application No" to view the application details. You will be presented with the Applications page as shown



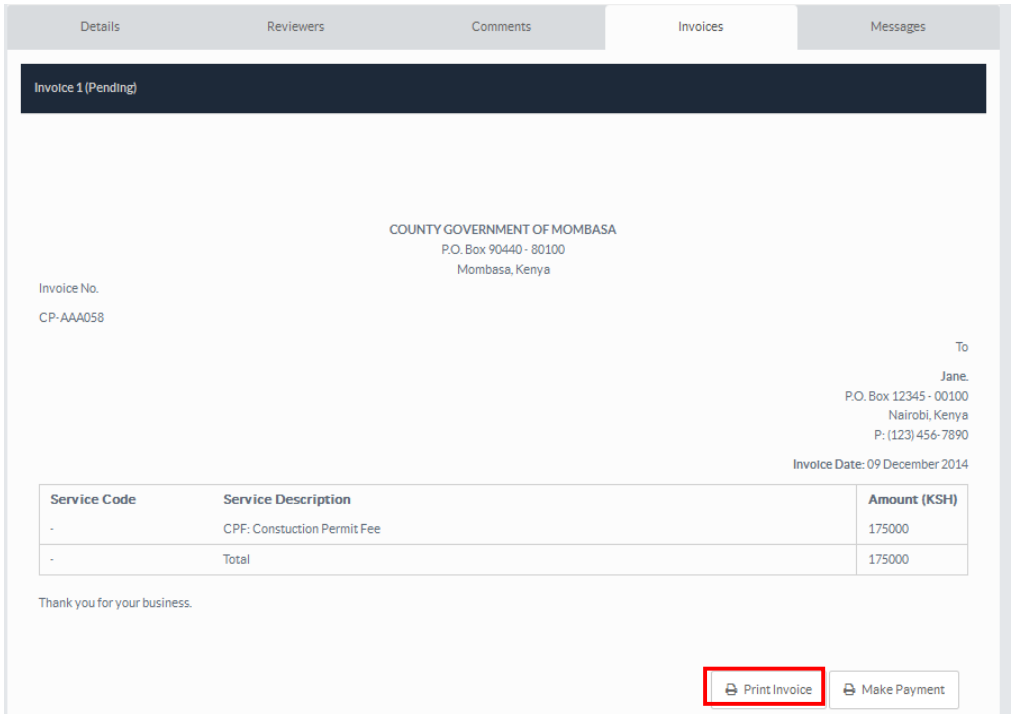
2.5.2 Viewing the Application's Invoice

On the Applications page, select "Invoices" tab as shown. This will display the invoice for that particular application.



2.5.3 Printing the Invoice

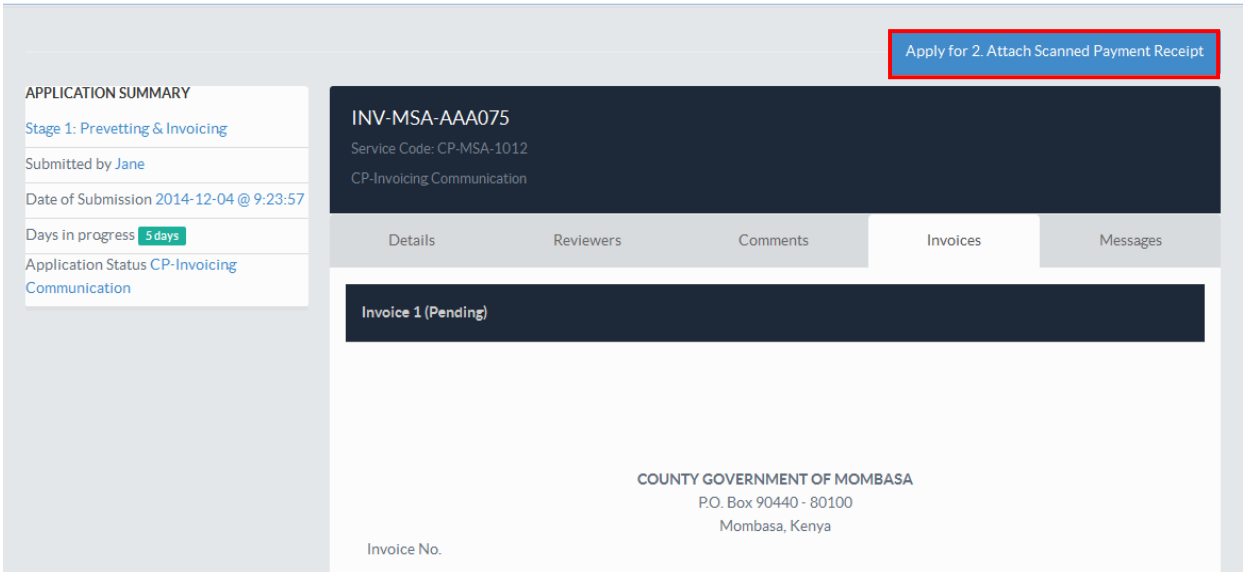
Click on the "Print Invoice" button at the bottom of the Invoice details



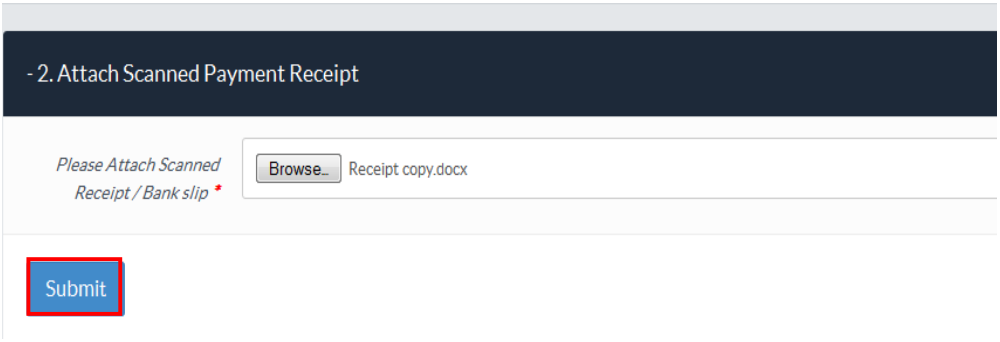
2.5.4 Attaching Payment Receipt

Make your payment to the cashier at the City Planning Department. You will get a receipt which you will scan and then attach to the application.

To attach the receipt, click on the "Apply for Receipt Attachment" button on the Application's page as shown



This gives you a form to attach the receipt and add any comment. Click on "Submit" button to finish.



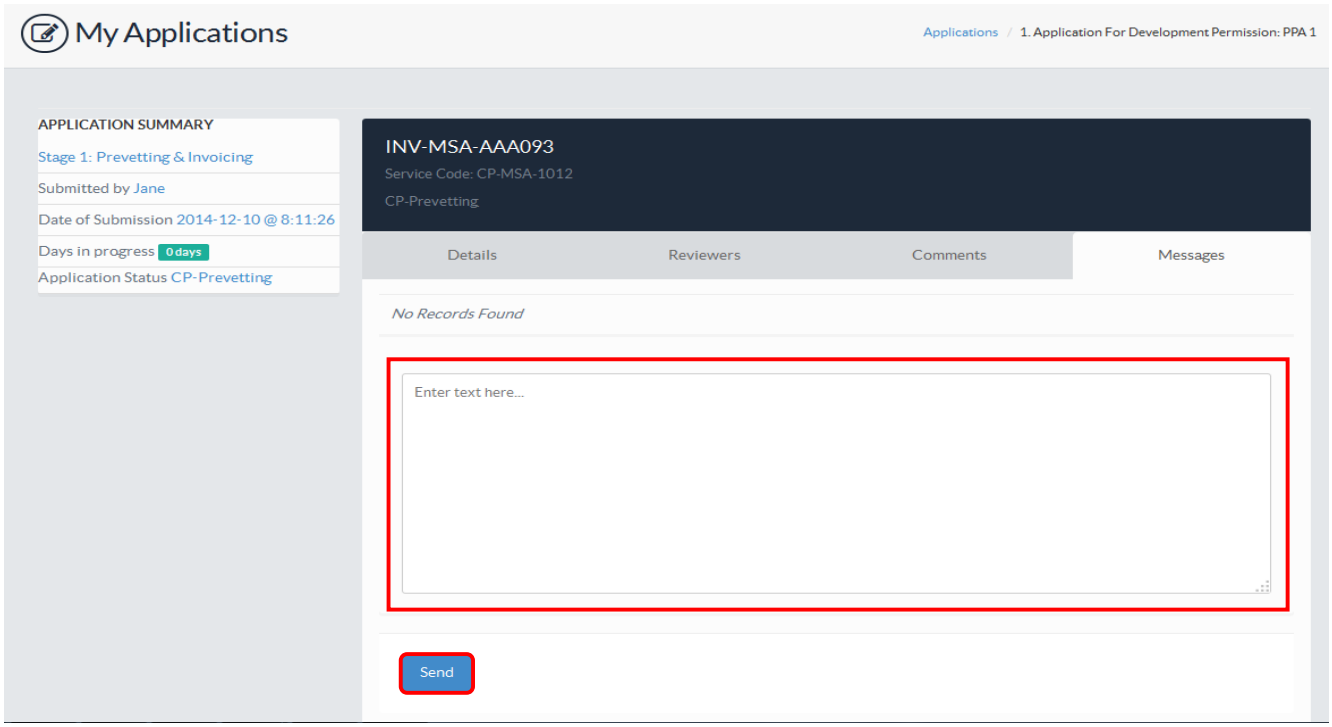
You will get a message thet your submission has been saved.

Your application will now move to the "Payments Confirmation" stage where your receipt will be verified.

2.6 Communicating with reviewers

You can communicate with reviewers regarding a particular application. To write a message,

Go to the application in question and select Messages Tab. Enter your message in the form area provided and click on 'Send' button to send the message.


My Applications
Applications / 1. Application For Development Permission: PPA 1
APPLICATION SUMMARY
Stage 1: Prevetting & Invoicing
Submitted by Jane
Date of Submission 2014-12-10 @ 8:11:26
Days in progress 0 days
Application Status CP-Prevetting
INV-MSA-AAA093
Service Code: CP-MSA-1012
CP-Prevetting
Details
Reviewers
Comments
Messages
No Records Found
Enter text here...
Send

CHAPTER 3: TRACKING APPLICATIONS

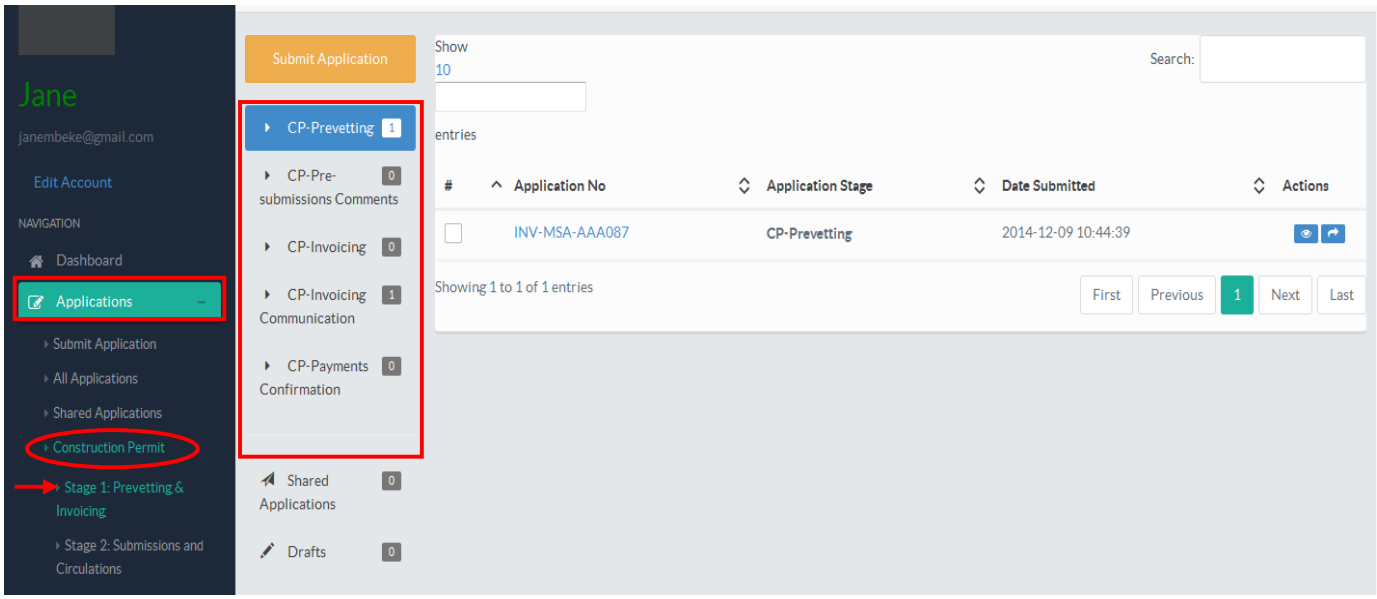
Once you submit an application, it will be reviewed and passed through several stages before it is finally approved. You will receive email and SMS notifications as an application is moved from one stage to another.

3.1 STAGES OF APPROVAL

For a construction Permit, the application moves through six major stages. However, each stage has several sub-stages.

Stage 1: Prevetting and Invoicing

To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 1: Prevetting and Invoicing"



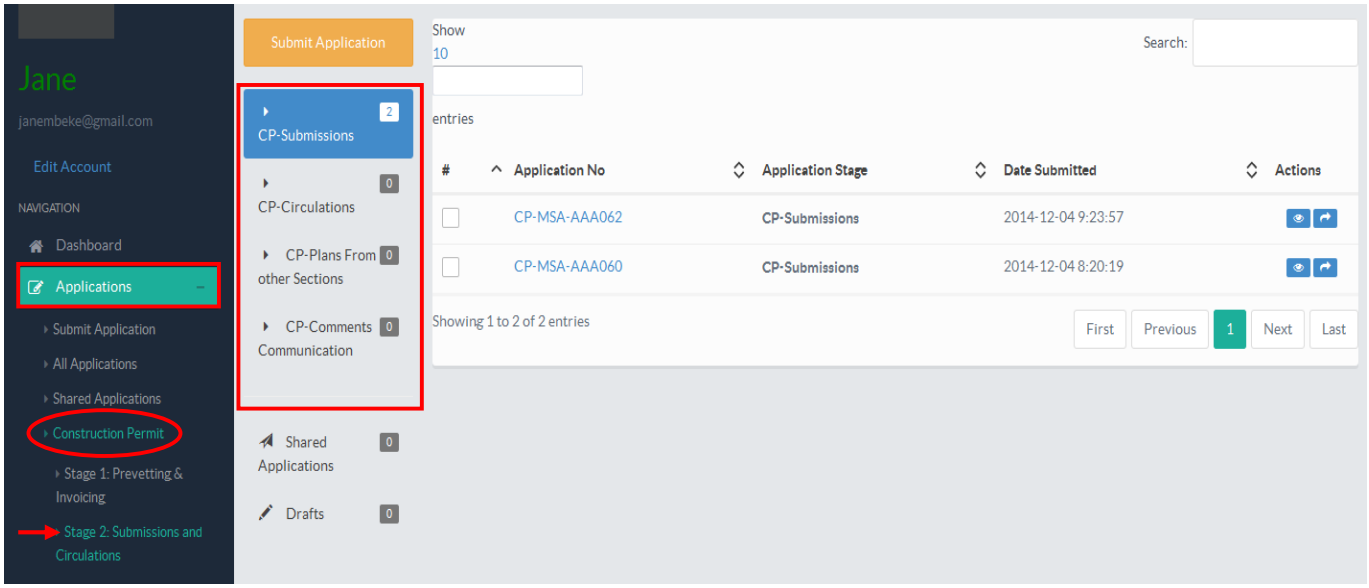
Below are the sub-stages for stage 1;

- **Prevetting Construction**: this is the first stage in which reviewers go through your application to check that all necessary information and attachments have been provided. To view applications in this sub-stage, click on 'CP-Prevetting'
- **Pre-Submission Comments**: if there are corrections to be made in your application, reviewers will send it to this stage. You will need to make corrections to your application and resubmit. To view applications in this sub-stage, click on 'CP-Pre-submission Comments'
- **Invoicing:** this is the stage at which an application is ready for invoicing meaning that the Prevetting was successful. To view applications in this sub-stage, click on 'CP-Invoicing(CP)'

- **Invoicing Communication:** at this stage an invoice has been generated and sent for you to make the necessary payments. It is the stage at which you can attach receipts for your application. To view applications in this sub-stage, click on 'CP-Invoicing Communication'
- **Payment Confirmation:** after attaching your receipt/receipts, the application moves to this stage awaiting payments confirmation. To view applications in this sub-stage, click on 'CP-Payment Confirmation'

Stage 2: Submissions and Circulations

To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 2: Submissions and Circulations"



Below are the sub-stages for stage 2;

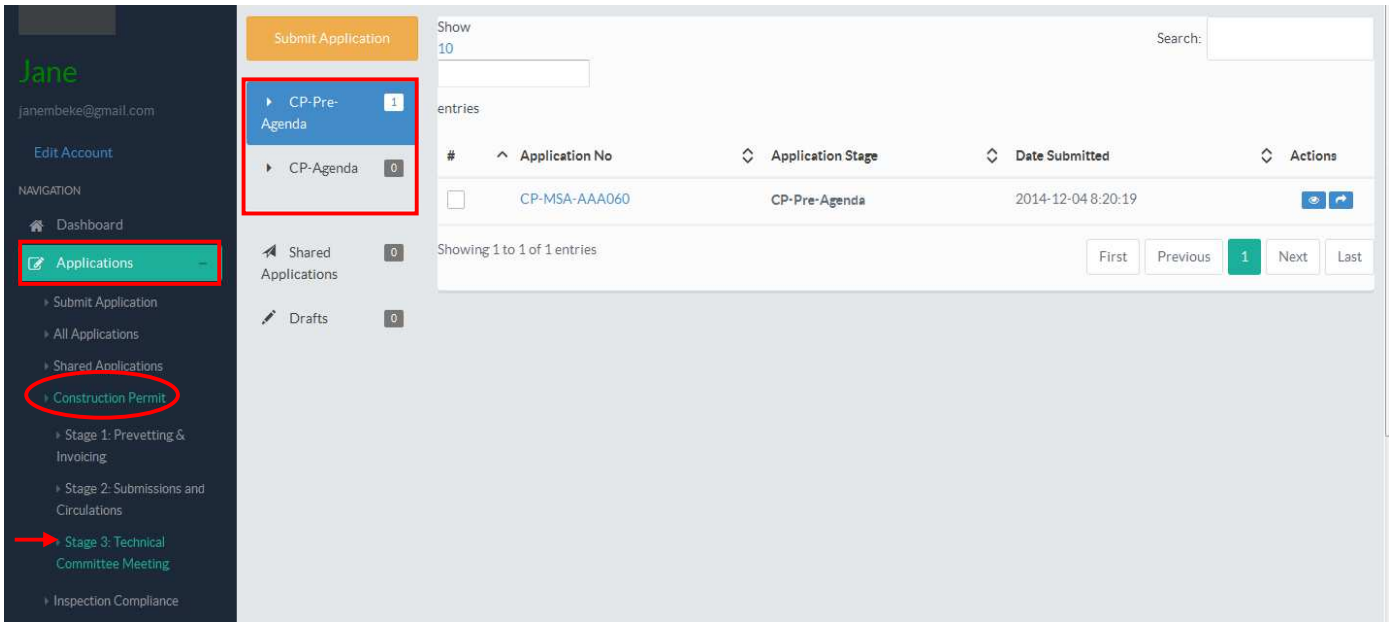
- **Submissions:** at this stage, payments have been confirmed and the application is ready for circulation to relevant county departments. To view applications in this sub-stage, click on 'CP-Submissions'
- **Circulations:** the application is under circulation in various county departments for review by relevant staff. To view applications in this sub-stage, click on 'CP-Circulations'
- **Plans from Other Sections:** The application moves to this stage after comments have been made by all relevant county departments in the circulations stage. At this stage the county planning department is deciding whether to move the plan forward for approval or send the plan back to your for resubmission, depending on the comments made by the relevant departments. To view applications in this sub-stage, click on 'CP-Plans From other Sections'

- **Comments Communication:** an application is moved to this stage if there are corrections to be made after circulations stage. You will receive an email/SMS requesting that you make changes and resubmit your application. To view applications in this sub-stage, click on 'CP-Comments Communication

Stage 3: Technical Committee Meeting

At this stage your plan is reviewed by a Technical committee for approval or rejection. If approved the Permit will be generated as a "PPA 2, Notification of approval" in the approval stage. If rejected a "PPA 2, Notification of Rejection" will be generated and the plan will be deferred until further notice.

To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 3: Technical Committee Meeting"



Below are the sub-stages for stage 3;

- **Pre-Agenda:** at this stage, the application is ready to be incorporated into the Agenda of the Technical Committee.
- **Agenda:** the application is under discussion by the Technical Committee in various county offices for review by relevant staff. The Application is finally approved or rejected.

Stage 4: Deferred

An application in this stage means it has been deferred or rejected.

To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 4: Deferred"

Stage 5: Approval Plans

At this stage the application has been fully approved and is waiting scanning and collection. The "PPA 2, Notification of approval" permit document is generated at this stage and appears as the example below:

COUNTY GOVERNMENT OF MOMBASA

THE REPUBLIC OF KENYA

DEPARTMENT OF LANDS,PLANNING & HOUSING

Bima Tower - Annex , 3rd Floor , Meru Road, P.O BOX 90440 - 80100 MOMBASA

Telephone: 041 249 4 499, wireless: 020 354 8196

Email: plan@mombasa.go.ke

FORM PPA 2

NOTIFICATION OF APPROVAL OF THE
APPLICATION FOR DEVELOPMENT PERMISSION

1.Sub-division
2.Change of user
3.Consolidation
4.Change of user & Consolidation
5.Extension of user
6.Extension of lease
7. Building Plans

To

P.O. BOX

MOMBASA

Your application numbered as above for on Plot No situated at was approved by the Administrative Approval Committee subject to the following conditions:

- . Notify the County Government in writing 48 hours prior to commencing of construction
- . To execute the proposal in strict conformity with the architectural and structural plans approved by the Director of Planning and County Engineer respectively
- . Buidling works to commence on site after the structural drawing have been approved by the County Engineer
- . Not constituting part of public land earmarked for repossession or private land with ownership disputes
- . A board indicating plan no, the name of consulting Planner, Architect, Engineers minute no of the approved plan must be placed at the site before any construction begins
- . No construction should commence on site unless EIA project report is prepared , submitted and approved by NEMA as per EMCA provisions of 1999
- . Satisfying any legal requirement of your application.
- . The work should be inspected by building inspector from county government during construction
- . To start construction within 12 months and completing such in 24 months otherwise the approval lapses
- . Undertake adequate consultations with neighbors and neighborhood
- . All buildings under construction MUST be inspected by the proponets Registered Engineer and Architect otherwise the Council will not accept any responsibility for stability or any work or other shortcoming in the building(Legal Notice No. 135 Regulation 38 of 1998)

Date:

Signed .....

DIRECTOR OF COUNTY PLANNING & ARCHITECTURE

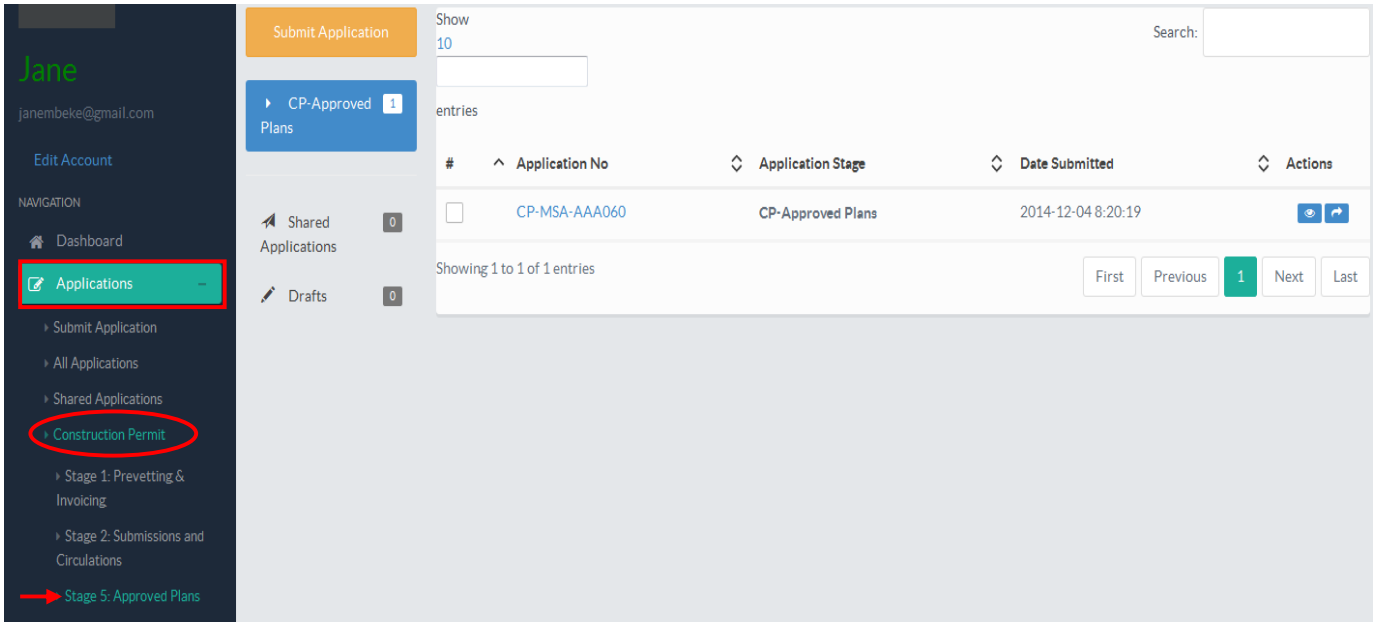
ON BEHALF OF DEPARTMENT OF LANDS HOUSING AND URBAN PLANNING

Copy to:

The Director of Physical Planning **NAIROBI**
The Chairman, National Lands Commission, **NAIROBI**
The Director of Surveyors, **NAIROBI**
The Land Registrar, **MOMBASA**
The Provincial Director, **NEMA MOMBASA**

Print Service

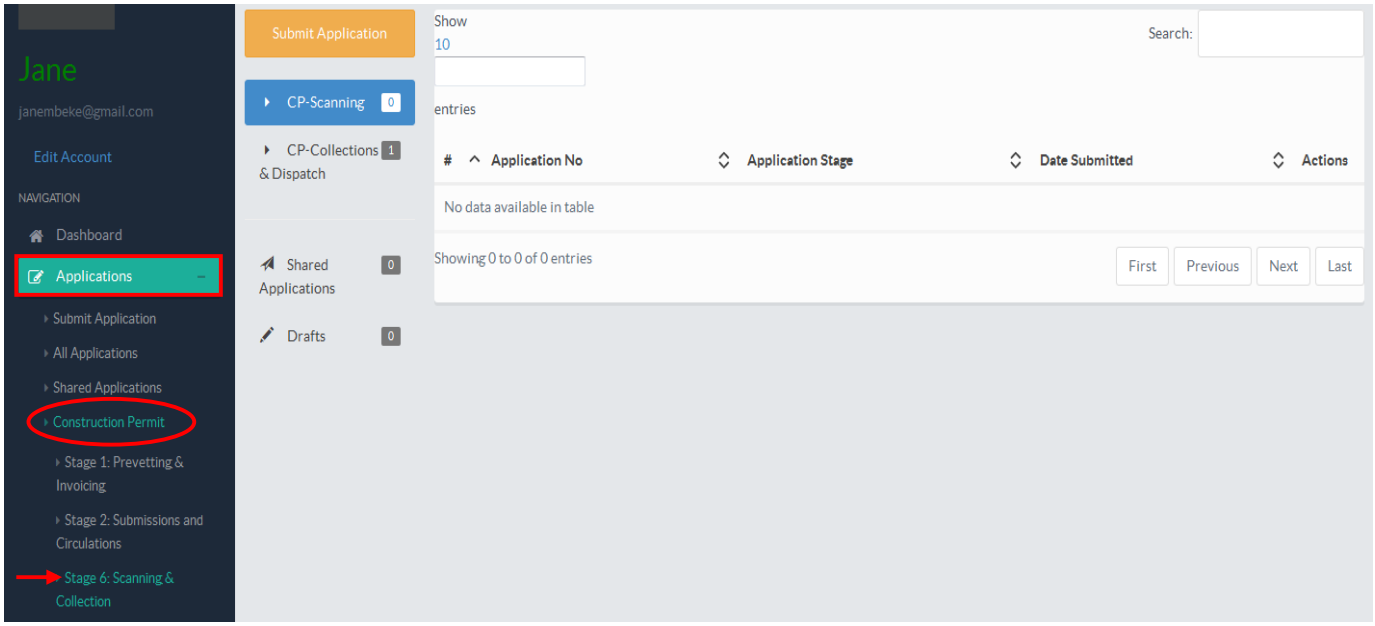
To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 5: Approved Plans"



Stage 6: Scanning and Collection

At this stage your permit is ready for collection along with signed Architectural plans.

To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 6: Scanning and Collection"



Stage 7: Structural Pre-Submissions

This is the first stage of your structural application. To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 7: Structural Pre-Submissions"

The stage has two sub stages;

- **Structural Prevetting**: reviewers go through your application to check that all necessary information and structural attachments have been provided. To view applications in this sub-stage, click on 'CP-Structural Prevetting'
- **Structural Pre-Submissions Comments**: if there are corrections to be made in your application, reviewers will move it to this stage. Make necessary corrections to your application and resubmit. To view applications in this sub-stage, click on 'CP-Structural Pre-submission Comments'

Stage 8: Structural Submissions & Circulations

To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 8: Structural Submissions and Circulations"

Below are the sub-stages for stage 8;

- **Structural Submissions:** at this stage, the application is ready for circulation to relevant county departments. To view applications in this sub-stage, click on 'CP- Structural Submissions'
- **Circulations:** the application is under circulation in various county departments for review by relevant staff. To view applications in this sub-stage, click on 'CP- Structural Circulations'
- **Plans from Structural Reviewers:** The application moves to this stage after comments have been made by all relevant county departments in the structural circulations stage. At this stage the county is deciding whether to move the structural plan forward for approval or send the plan back to your for resubmission, depending on the comments made by the relevant departments. To view applications in this sub-stage, click on 'CP-Plans From Structural Reviewers'

Stage 9: Structural Approval

At this stage the application has been approved and is waiting scanning and collection.

To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 9: Structural Approval"

Stage 10: Structural Scanning and Collection

This is the final stage at which your Structural plans have been signed and are ready for collection.

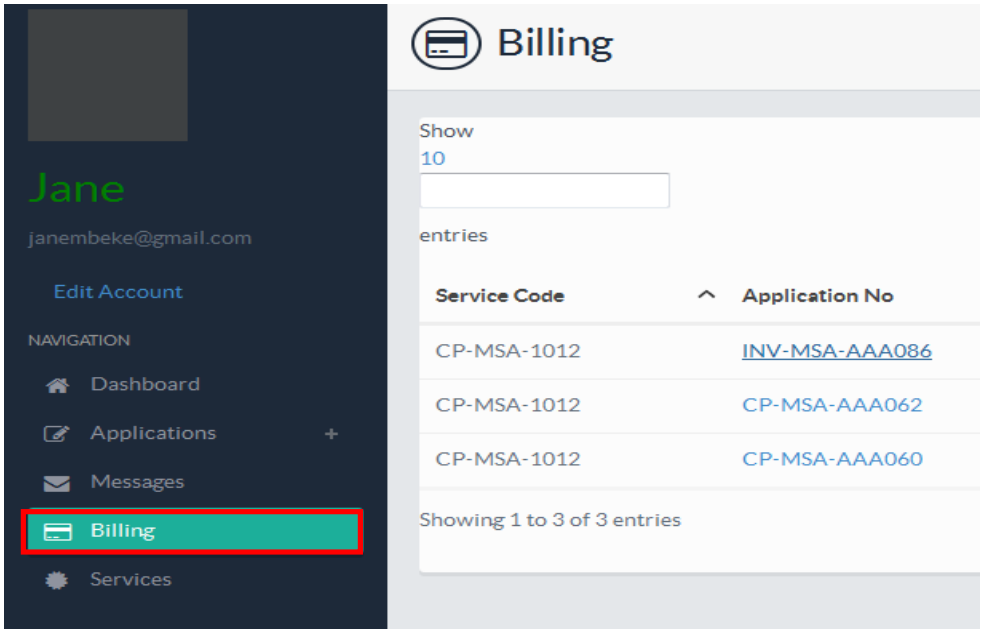
To view applications in this stage, Go to Applications menu, select Construction Permit, and click on "Stage 10: Structural Scanning and Collection"

CHAPTER 4: BILLING

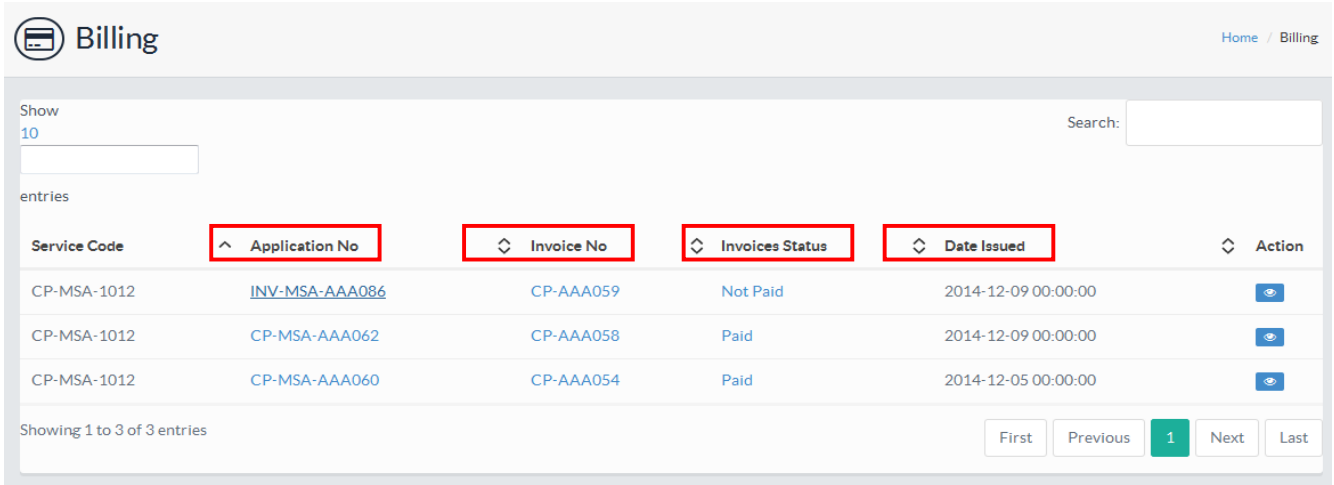
The billing menu enables you to view all invoices issued.

4.1.1 Listing Invoices

Log in and go to the Billing Menu by clicking on 'Billing' as shown

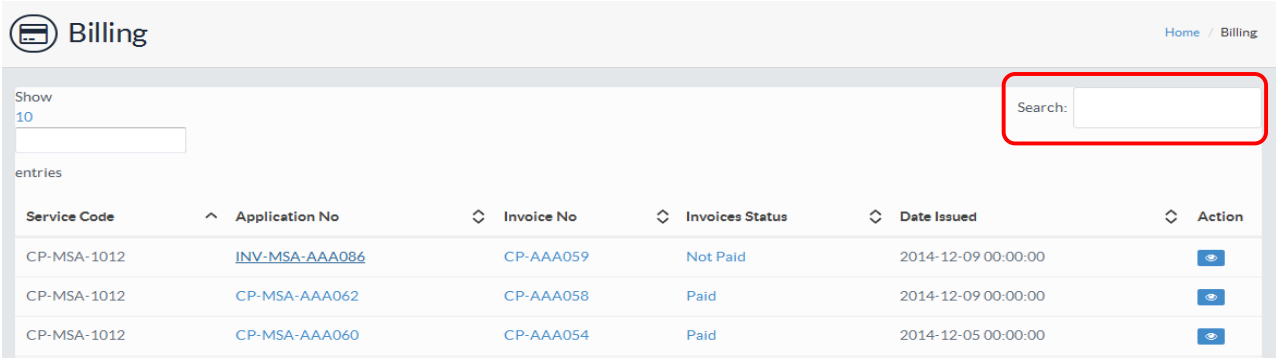


This will display a list of all invoices that have been issued to you, indicating the Application No, Invoice No, Invoice Status and Date Issued.



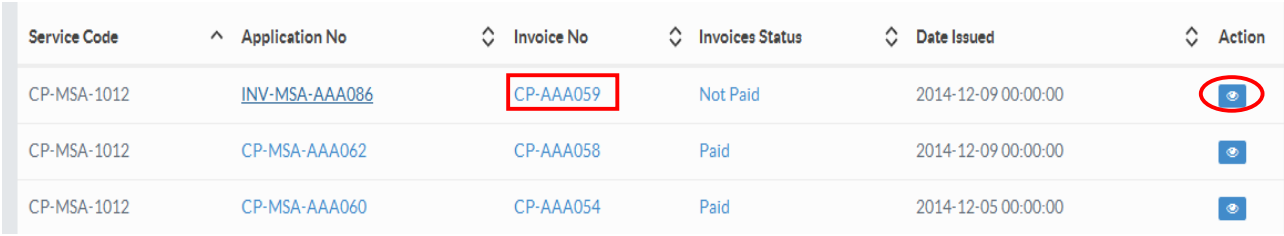
4.1.2 Searching Invoices

Use the search option at the top right. Type in the Invoice No. or the Application No in the search box and hit enter.

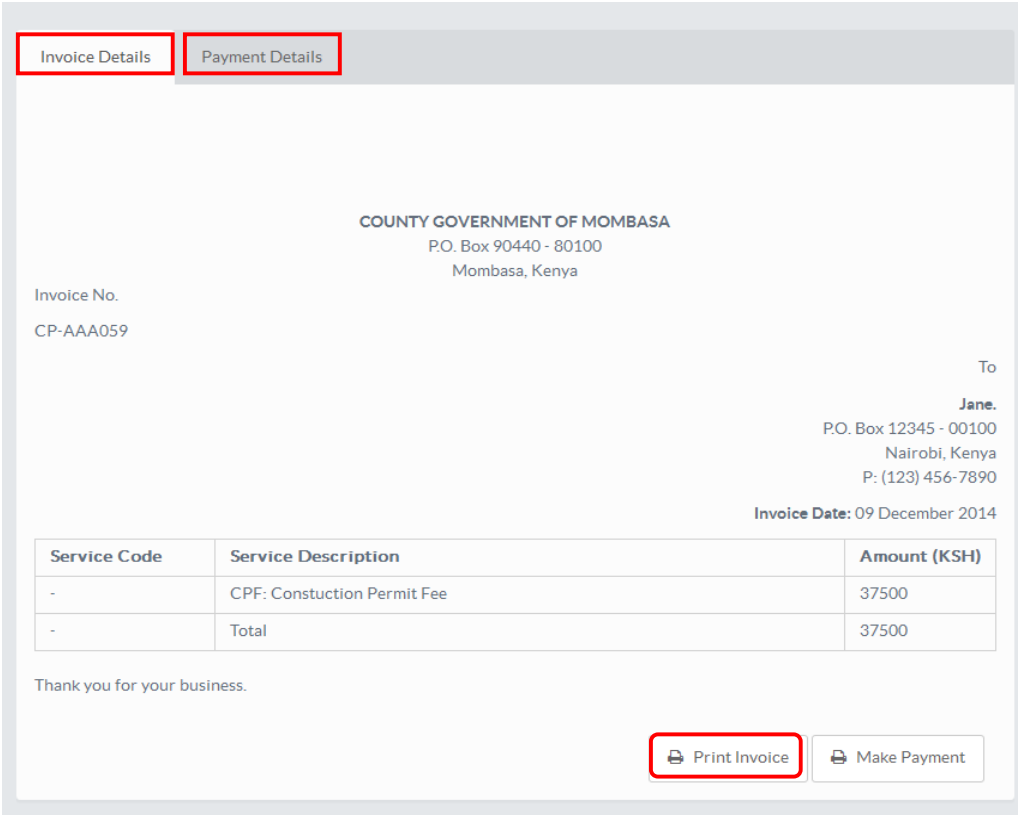


4.1.3 Viewing an Invoice

Click on the 'view' icon or the Invoice No



This will give you a page with Invoice details and Payment details.

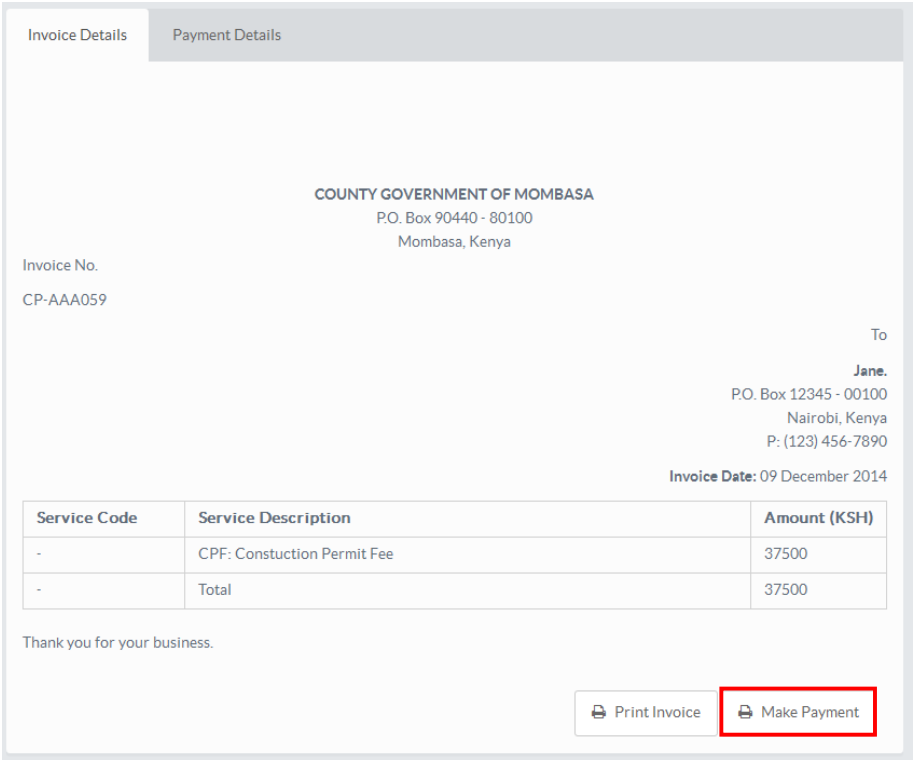


You can print the invoice by clicking on the "Print Invoice" button.

The "Payment details" tab has details on payments such as any receipts attached.

4.1.4 Making Payment

If an online payment service is activated, click on the "Make Payment" button as shown tab as shown and follow the instructions that appear.



If an online service is not activated, make payment to the Cashier at the Revenue Department and obtain the receipt. Scan a copy of the receipt and attach it to the application as illustrated in Chapter 2 section 2.5.3. The receipt should be in a pdf, jpg or png file format.

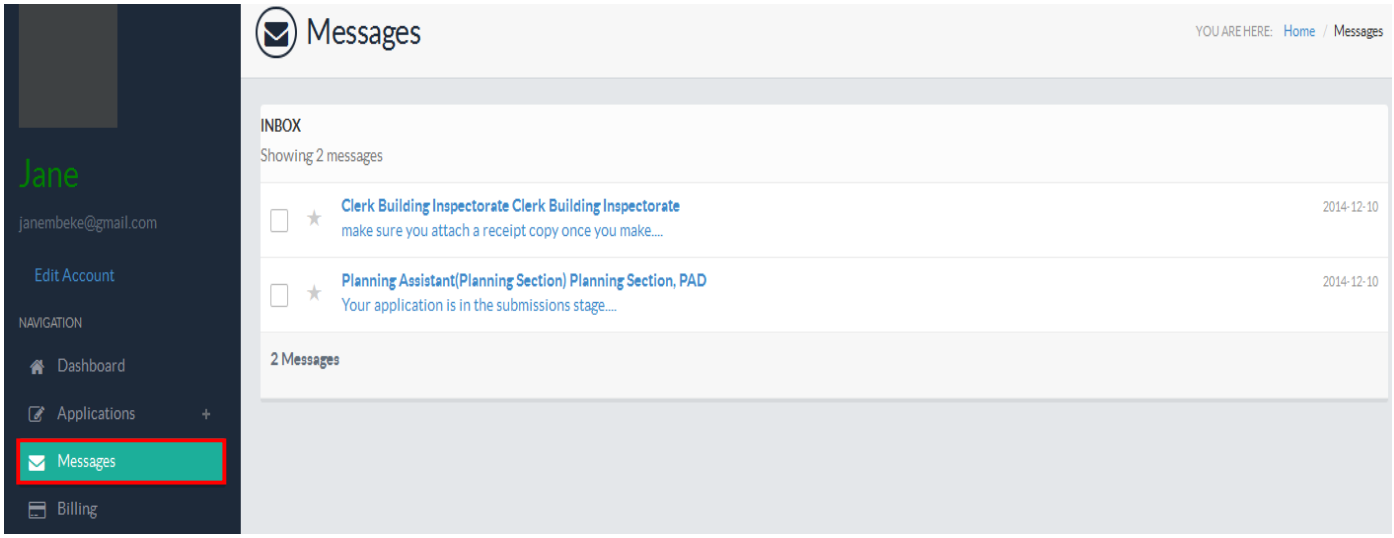
CHAPTER 5: MESSAGES

5.0 About Messages

The messages menu enables you to view and reply to messages sent by the reviewers.

5.1 View all Messages

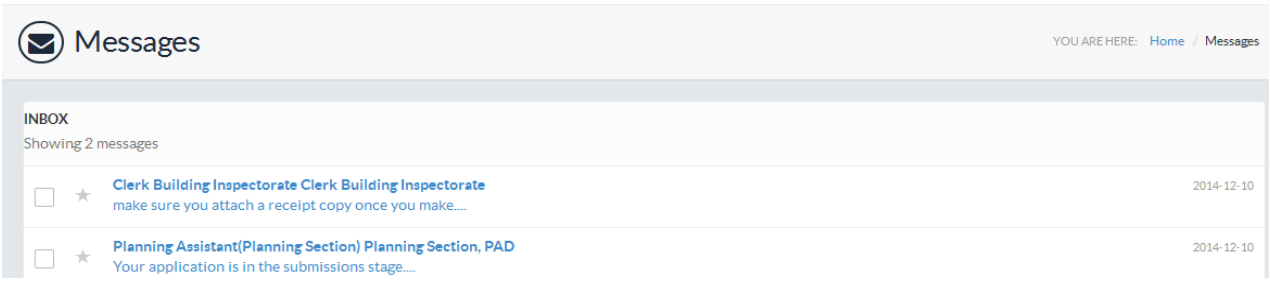
To view messages in your inbox regarding applications, go to 'Messages' menu



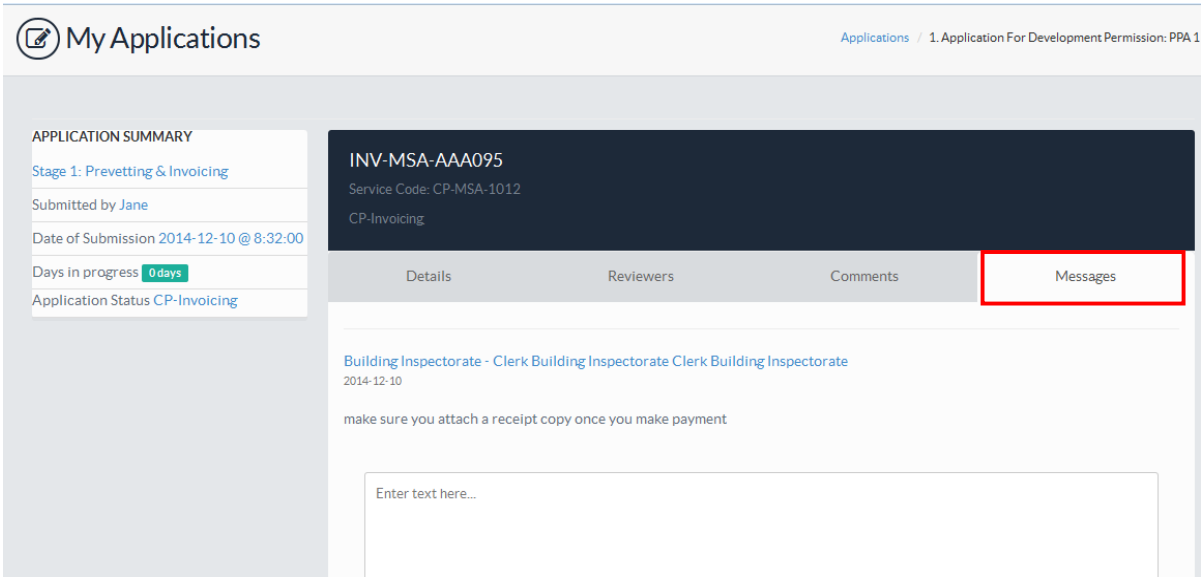
This will give you a list of the messages you have received.

5.2 Read Messages

Click on message you want to view.


Messages
YOU ARE HERE: Home / Messages
INBOX
Showing 2 messages
Clerk Building Inspectorate Clerk Building Inspectorate
make sure you attach a receipt copy once you make....
2014-12-10
Planning Assistant(Planning Section) Planning Section, PAD
Your application is in the submissions stage....
2014-12-10

This will present you with the Applications page containing the message.



5.3 Reply to Messages

Reply on the form area provided and click on 'Send" button.